



**Office of State
Human Resources**

**Local Government
Training Schedule
Feb – Apr 2021**

**For DSS, Public Health and
LME-MCO's**

Course Descriptions

Candidate Qualifications Training

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (*screening employment applications*) for a variety of DSS/PH classifications. This session will cover an overview of the application screening process, discussion of specific occupational classes, review techniques and strategies, forms and resources and other helpful tips. This class is required in order to be approved for delegated authority.

Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject
2. New employees and those who have not received training in this subject
3. Those agencies that have not yet been approved for delegated authority in candidate qualifications

Timeframe: 3 hours, 9:00 am – 12:00 p.m

Instructor: Dominick D'Erasmus

Price: \$30 per person

Employee Relations Training

This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures and requirements; documentation and appeals; as well as proactive and preventative best practices.

Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject
2. New employees and those who have not received training in this subject

Timeframe: 2 days, 10:00 a.m. – 12:00 p.m. each day

Instructor: James Harris

Price: \$30 per person for the 2-day session



Course Descriptions Continued...

Worker's Compensation Overview for Local Gov't

The course will present a brief outline of the life cycle of workers' compensation claims from injury to return to work or other resolution as well as best practices for investigation, reporting, treatment, and communication.

Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject.
2. New employees and those who have not received training in this subject.
3. Counties subject to the State Human Resources Act

Timeframe: 3 hours, 9:00 am – 12:00 p.m

*Instructor: Scarlette Gardner, Esq. Division Director, Safety Health & Workers' Compensation
Cathy Pope, State Workers' Compensation Manager*

Price: \$30 per person

Fostering a Culture of Belonging: Building successful Teams (Parts I and II)

This training will underscore how diversity, equity and inclusion in the workplace require belonging to be optimal. The training will address how belonging is linked to employee engagement, employee relations, job performance, health and wellness, turnover, and more and will include tips on how to assess and foster "belongingness" among colleagues and in work teams.

Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject
2. New employees and those who have not received training in this subject

Timeframe: 2 days, 10:00 a.m. – 12:00 p.m. each day

Instructor: Regina Streaty

Price: \$30 per person for the 2-day session

Course Descriptions Continued...

Americans with Disabilities Act (ADA) Training

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation and telecommunications. This training explains the part of the ADA that prohibits job discrimination by focusing on the core concepts of the ADA such as defining disability, identifying essential functions, and exploring the reasonable accommodation process. ADA training is essential for human resources staff, managers and supervisors, or any other employees that need additional information about the ADA in the workplace.

Target Audience:

Space is limited; therefore, priority will be given to:

1. Employees whose duties are directly related to the training subject.
2. New employees and those who have not received training in this subject.
3. Counties subject to the State Human Resources Act

Timeframe: 2 days, 10:00 a.m. – 12:00 p.m. each day

Instructor: Windy Wills

Price: \$30 per person for the 2-day session

LG Training Schedule

February

2/16/21 - 2/17/21 – Employee Relations- DSS, PH & LME's

Training ID: LG0108

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

March

3/4/21 – Qualifications – DSS

Training ID: LG0109

Live Version Web Ex

9:00 a.m. – 12:00 p.m.

3/11/21 – Qualifications – PH

Training ID: LG0110

Live Version Web Ex

9:00 a.m. – 12:00 p.m.

3/17/21 - 3/18/21 – Americans with Disabilities Act- DSS, PH & LME's

Training ID: LG0113

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

April

4/7/21 – Worker's Compensation Overview – DSS, PH & LME's

Training ID: LG0114

Live Version Web Ex

9:00 a.m. – 12:00 p.m.

4/13/21 - 4/14/21 – Employee Relations- DSS, PH & LME's

Training ID: LG0111

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

4/27/21 - 4/28/21 – Culture of Belonging - DSS, PH & LME's

Training ID: LG0112

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

Registration Process

The following recommendations are made to assist you in determining who and how to register your employees for these training events.

1. Managers should review the training content and target audience to determine the best candidates from their office to register for each session. Make sure that each candidate meets one or more of the target audience priorities. Think about what you want to see as a result of each candidate's participation in this training.
2. Talk with the individuals you've identified for the training. Share your expectations for their participation in this training event. Determine their availability to **fully*** attend and participate in the session. (****Participants are strongly discouraged from leaving early, coming in late or otherwise limiting their training involvement due to other commitments, work related or otherwise.***)
3. Have the applicant complete the new electronic Training Registration Form located in the forms section at <https://oshr.nc.gov/state-employee-resources/local-government-support> in a timely manner well before the event is scheduled to take place. Pay close attention as each class has a **unique training ID code** that must be entered on the form referenced above. Please use the above LG Training Schedule to obtain the correct training ID code.
4. Once the applicant completes the training registration form, you will receive a notification from Smart Sheet. View the request and approve the registration form.

The screenshot shows an email notification from James Harris via Smartsheet. The email body contains a message: "Your employee Nikki Banks has requested to attend a duration of 4 hours. Please review and approve questions about this training please contact OSHF". Below the message is a "View Request" button, which is circled in red with a red arrow pointing to it. Below the button is a table with the following data:

Employee Name	Nikki Banks
Training Title	Employee Relations
Cost	\$30.00
Training Date	11/17/20

To the right of the email is a detailed view of the request. It includes the following information:

- Employee Name:** Nikki Banks
- Training Title:** Employee Relations
- Cost:** \$30.00
- Training Date:** 11/17/20
- Training Description:** This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures and requirements; documentation and appeals; as well as proactive and preventative best practices.
- Comments:** Add a comment

At the bottom of the interface are two buttons: "Deny" and "Approve". The "Approve" button is circled in red with a red arrow pointing to it.

Please notify the fiscal officer or person handling the invoice and payment that they will receive an e-mail after your approval. Please ensure that they approve as well. See the screen shots above. The invoice will be directed to the person approving as the fiscal officer and they should be prepared to process this payment. Your agency will be invoiced immediately following the training **and payment is expected within 30 days of invoice.**

All registrations will be reviewed and prioritized based on the target audience priorities. Approximately two weeks prior to the training event, all applicants will be notified of their status by email, as well as their manager and the fiscal officer. The accepted applicants will be given additional training details at that time.

Any unpaid balances from previous training sessions must be paid prior to new registrations.

Cancellations: As soon as an accepted participant becomes aware that they cannot fully participate in the training they are scheduled to attend; they should contact their manager and Nikki Banks at nikki.banks@nc.gov or (984-236-0949) at OSHR to cancel. Failure to cancel in a timely manner may result in the agency's responsibility for payment.