



Office of State
Human Resources

Local Government
Training Schedule
Nov/Dec 2020

**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 (and screening employment applications) for a variety of subject positions, as well as the process necessary to be approved for delegated authority in this area. This session includes an overview of the screening process, discussion of specific classes, review techniques and strategies, as well as forms and resources.

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...



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

LG Training Schedule

November

11/17/20 - 11/18/20 – Employee Relations- DSS, PH & LME's

Training ID: LG0100

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

December

12/1/20 - 12/2/20 – Culture of Belonging DSS, PH & LME's

Training ID: LG0101

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

12/9/20 - 12/10/20 – Employee Relations- DSS, PH & LME's

Training ID: LG0102

Live Version Web Ex

10:00 a.m. – 12:00 p.m. each day

12/15/20 – Qualifications – DSS

Training ID: LG0103

Live Version Web Ex

9:00 a.m. – 12:00 p.m.

12/17/20 – Qualifications – PH

Training ID: LG0104

Live Version Web Ex

9:00 a.m. – 12:00 p.m.

NEW 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 have 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>
Pay close attention as **each class has a unique training ID code** that must be entered on the form referenced above. **Please use the LG Training Schedule on page 3 of this document to obtain the correct training ID code.**
4. Once the applicant completes the training registration form, you (supervisor) will receive a notification from Smart Sheet. View the request and approve the registration form.

James Harris via Smartsheet <automati...>
To: Harris, James

Employee Name: [Redacted] 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

Row 8	
Employee Name	Nikki Banks
Training Title	Employee Relations
Cost	\$30.00
Training Date	11/17/20

Deny Approve

Supervisor/Fiscal Approval Screenshots

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 the request as well. See the screen shots above. The invoice will be directed to 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.