

LOCAL GOVERNMENT TRAINING SCHEDULE

FOR DSS, PUBLIC HEALTH AND LME-MCO'S

FEB – JUNE
2026



FEBRUARY 2026

02/12/26 – Leading at all Levels – Supervisory Track: Managing Work **(In-Person)**



In this immersive full-day course, you'll explore your personal working style, review proven productivity tools and techniques, and develop proficient strategies to boost performance and solve problems more effectively. Through discussion, activities, and practical tools, participants will:

- Evaluate leadership effectiveness and working style through the lens of seven core Leading at All Levels competencies
- Foster a culture of accountability by setting clear expectations and consistently upholding high standards
- Learn to maximize productivity and organization using proven tools and techniques that empower you to work more efficiently and deliver exceptional customer service
- Discover ways to break through decision-making barriers with confidence and clarity
- Apply a structured change management model to adapt proactively to new information, evolving priorities, and dynamic environments

In-Person class. Space is limited to 24; All are welcome to register. Priority will be given to:

- County agencies subject to the state human resources act
- Managers and supervisors responsible for organizing people, tasks and projects.

Training ID: LG0191

In Person Location: Craven County DSS
8:30 a.m. – 4:30 p.m.

Instructor: Lance Lynch

\$95 per person

02/25/26 - 2/26/26 - Employee Relations

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.

Training ID: LG0192

Web Ex
2 days, 9:30 a.m. – 12:00 p.m. each day

Instructor: James Harris

\$70 per person for the 2-day session

MARCH 2026

03/17/26 – Candidate Qualifications – **covering DSS job titles**

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (aka 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 to be approved for delegated authority.

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

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

Training ID: LG0193

Web Ex

9:00 am – 12:00 p.m.

Instructor: Dominick D'Erasmo

\$50 per person

03/30/26 – Candidate Qualifications– **covering PH job titles**

This class is designed to provide the participant with a thorough foundation of the candidate qualification process (aka 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 to be approved for delegated authority.

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

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

Training ID: LG0193

Web Ex

9:00 am – 12:00 p.m.

Instructor: Dominick D'Erasmo

\$50 per person

APRIL 2026

04/20/26 – Awareness, Inclusive Management and Workplace Sensitivity



This training uses actionable guidance to focus on the pivotal role managers and employees have in strengthening EEO initiatives. It provides practical instruction on creating greater awareness (sensitivity) of the experiences and needs of others, the significance of emotional intelligence (EQ), and what is required to become truly inclusive as team members and leaders. Relatable scenarios and exercises are implemented in this module.

Training ID: LG0195

Web Ex

9:00 am – 11:30 a.m.

Instructor: Regina Streaty

\$40 per person

04/30/26 – Leading at all Levels – Supervisory Track: Leading Teams **(In-Person)**



This introspective course is for those individuals who currently have formal supervisory responsibility for frontline employees (or will in the near future) and wish to gain knowledge regarding the development and maintenance of a team.

Please note, lead workers and those who have more informal leadership roles should attend LAAL courses for created especially for Individual Contributors.

By the conclusion of this course, participants should be able to:

1. Identify the characteristics of high-performing teams
2. Explain five dysfunctions of low-performing teams and what is needed from the supervisor for resolution
3. Describe the four stages of team development, and offer tips for each stage
4. Use communication techniques that promote constructive discussion of diverse perspectives
5. Describe how change agents create continuous learning environments to inspire excellence

In-Person class. Space is limited to 24; All are welcome to register. Priority will be given to:

- County agencies subject to the state human resources act
- Managers and supervisors responsible for organizing people, tasks and projects.

Training ID: LG0196

In Person Location: CVCC Hickory, NC

8:30 a.m. – 4:30 p.m.

Instructor: Lance Lynch

\$95 per person

MAY 2026

05/07/26 – Completing the Annual Salary Plan Report

NCGS 126-9(b) authorizes Boards of County Commissioners to adjust the salary ranges for positions subject to the State Human Resources Act to conform to local financial ability and fiscal policy. Counties subject to the SHRA must file an annual salary plan with the Office of State Human Resources. The salary plan consists of your county salary grades and ranges as well as other local agency information. This session will assist the person or persons responsible for completing this annual report.

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

- Person or Persons responsible for completing the annual Salary Plan due to OSHR each July.
- Counties subject to the State Human Resources Act

Training ID: LG0197

Web Ex

9:30 am – 10:30 a.m.

Instructor: Bailey Bruce

No charge for this course

05/20/26 - 05/21/26 - Employee Relations

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.

Training ID: LG0192

Web Ex

2 days, 9:30 a.m. – 12:00 p.m. each day

Instructor: James Harris

\$70 per person for the 2-day session

JUNE 2026

06/22/26 – Effective and Inclusive Communication: Skills for the Workplace

This course examines workplace behavior and interpersonal relations with a focus on inclusive communication skills and respect. Attendees will gain an understanding of how the workplace experience is impacted by personal behavior, culture, and collaboration, and address the importance of ethics and accountability. The session will also include a summary of ways to recognize and mitigate communication and behavior challenges to help foster a more welcoming, respectful, inclusive, and engaged work environment.



NEW

Training ID: LG0199

Web Ex

9:00 am – 11:30 a.m.

Instructor: Regina Streaty

\$40 per person

06/24/26 – Worker's Compensation

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.

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

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

Training ID: LG 0200

Web Ex

1:00 p.m. – 3:00 p.m.

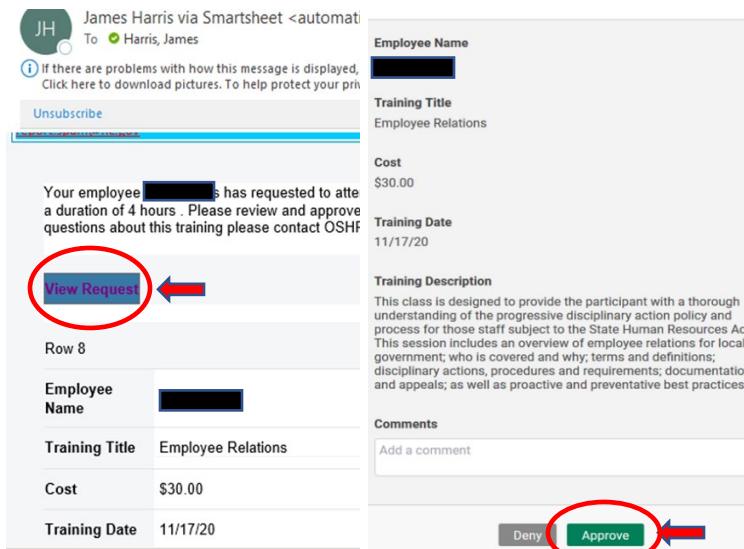
Instructor: Cathy Pope

\$40 per person

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.
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 **electronic Training Registration Form** located in the training 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.



REGISTRATION PROCESS

Please notify the fiscal officer or person handling the invoice and payment that they will receive an e-mail after your approval. Alert them that they will approve in the same manner you did. Please reference the screen shots above for the approval process. The invoice will be directed to the person approving as the fiscal officer. 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 Tammie Dame at tammie.dame@nc.gov or (984-236-0871) at OSHR to cancel. Failure to cancel in a timely manner may result in the agency's responsibility for payment.

At the discretion of the instructor and local government program manager any class may be postponed or cancelled if enrollment numbers are low.