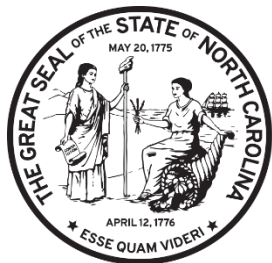


# Local Government Training Schedule

March – May 2023

For DSS, Public Health and  
LME-MCO's



NORTH CAROLINA Office of  
*State Human Resources*

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LOCAL GOVERNMENT

# Course Descriptions

## Candidate Qualifications Training

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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.

*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

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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*

# Worker's Compensation Overview for Local Government

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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: 1.5 hours, 1:00 p.m. – 2:30 p.m.**

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

*Price: \$30 per person*

# Cultivating a Workplace of Respect

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This training targets how to cultivate a culture of respect, identify causes of and obstacles to workplace respect and behaviors and workstyles that could challenge it. Topics include behavior types, consequences of disrespect, the toxic workplace, incivility, bullying, harassment, and how the respectful treatment of employees and colleagues strengthens work culture, mitigates grievances, builds employee engagement, and bolsters job satisfaction.

*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: 2.5 hours, 9:30 a.m. – 12:00 p.m.**

*Instructor: Regina Streaty*

*Price: \$30 per person*

# Americans with Disabilities Act (ADA) Training

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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, 9:00 a.m. – 11:00 a.m. each day**

*Instructor: Windy Wills*

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

# The Macro Impact of Microaggressions

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Using real-life scenarios, this training describes and defines microaggressions and explores how a general lack of awareness and deep-rooted biases can manifest as microaggressions. Participants will learn how seemingly harmless everyday questions, comments and actions can send negative, derogatory, offensive messages; the impact of microaggressions on victims; forms and types of microaggressions; how to respond to or recover from (committing) a microaggression; and how to reduce the occurrence of microaggressions 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: 1 day, 9:30 a.m. – 12:00 p.m.**

*Instructor: Regina Streaty Price: \$30 per person*

# LG Training Schedule

## March 2023

**3/1/2023 – Qualifications – covering DSS job titles**

**Training ID: LG0142**

Live Version Web Ex  
9:00 a.m. – 12:00 p.m.

**3/8 & 3/9/2023 – Employee Relations - DSS, PH & LME's**

**Training ID: LG0143**

Live Version Web Ex  
10:00 a.m. – 12:00 p.m. each day

**3/23/2023 – Cultivating a Workplace of Respect - DSS, PH & LME's**

**Training ID: LG0144**

Live Version Web Ex  
9:30 a.m. – 12:00 p.m.

## April 2023

**4/4/2023 – Qualifications – covering Public Health job titles**

**Training ID: LG0145**

Live Version Web Ex  
9:00 a.m. – 12:00 p.m.

**4/25/2023 – Worker's Compensation Overview - DSS, PH & LME's**

**Training ID: LG0146**

Live Version Web Ex  
1:00 p.m. – 2:30 p.m. each day

May 2023

**5/3 & 5/4/2023 – Americans with Disabilities Act - DSS, PH & LME's**

**Training ID: LG0149**

Live Version Web Ex

9:00 a.m. – 11:00 a.m. each day



**5/17/2023 – Macro Impact of Microaggressions- DSS, PH & LME's**

**Training ID: LG0147**

Live Version Web Ex

9:30 a.m. – 12:00 p.m.

**5/24 & 5/25/2023 – Employee Relations- DSS, PH & LME's**

**Training ID: LG0148**

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 **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.

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

If there are problems with how this message is displayed, Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Unsubscribe

Your employee [REDACTED] has requested to attend a duration of 4 hours. Please review and approve questions about this training please contact OSHF

**View Request**

Row 8	
Employee Name	[REDACTED]
Training Title	Employee Relations
Cost	\$30.00
Training Date	11/17/20

**Employee Name**  
[REDACTED]

**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

**Deny** **Approve**

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 Nikki Banks at [nikki.banks@nc.gov](mailto: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.

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