



**LET'S  
WORK  
TOGETHER  
FOR A BETTER  
FUTURE**



## **Training Catalog**

**July through December 2022**

**Human Resources Management**

**Employee Development Division**



**Join us!**

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For Registration Contact Your Department Training Coordinator to Schedule Training Classes  
Thank you...



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# Communication and Collaboration

## Communicating Professionally

### Introduction:

Communication influences all factors of your life. The way you communicate is a reflection of who you are and the way you establish relationships with those around you. Our verbal and nonverbal cues heavily influence the messages that we send and receive. Professional communication is essential in the work environment. By understanding the way you communicate, you can increase your probability for success with others while at work.

### Who should attend?

Fulton County employees who seek to strengthen personal and professional relationships through clear and effective communication.

### What we will cover:

Recognizing how the different communication cues that we send directly impact the receiver's perception of what is being communicated

Understanding how culture influences the way we communicate

Learning how to communicate instructions clearly and effectively

### **2022 Schedule**

### **Class Code**

July 28	9:00am - 1:00pm	Zoom Meeting	CPV9
September 13	9:00am - 1:00pm	Zoom Meeting	CPV10



# Communication and Collaboration

## Five Star Customer Service

### Introduction:

This powerful and engaging course will give you the skills you need to communicate professionally, gain respect, enhance relationships and build trust through an excellent experience. You will be introduced to our customer service standards and their impact on creating happy customers. Discover how caring and attentiveness can make every customer connection a positive one. Learn the customer service language that will thrill your customers and improve your conversations with them. Be prepared to handle demanding customers and difficult situations. The premise of this course is to ensure that you gain the skills to turn every customer service interaction into a rewarding experience.

### Who should attend?

All county employees should attend this training.

### What we will cover:

Fulton County customer service standards	Building a strong partnership with the customer
Proper telephone etiquette	Showing empathy and caring
Coping with challenging customers	Taking responsibility

### **2022 Schedule**

### **Class Code**

July 27	9:00am - 1:00pm	Zoom Meeting	FSV27
August 18	9:00am - 1:00pm	Zoom Meeting	FSV28
August 27	9:00am - 1:00pm	Zoom Meeting	FSV29
September 07	9:00am - 1:00pm	Zoom Meeting	FSV30
September 22	9:00am - 1:00pm	Zoom Meeting	FSV31
October 05	9:00am - 1:00pm	Zoom Meeting	FSV32
October 20	9:00am - 1:00pm	Zoom Meeting	FSV33
November 16	9:00am - 1:00pm	Zoom Meeting	FSV34



# Communication and Collaboration

## Keep Your Cool/Anger Management

### Introduction:

Have you gotten into a shouting match with a stranger over a parking space?

Do you slam the phone down when faced with endless computerized voice prompts?

Have you ever acted out physically or used aggressive behavior in an argument with another person?

If you answered yes to any of the questions above, it's an indication that your emotions may be getting the best of you. Instead of expressing your anger in an unhealthy and hostile manner, learn how to "Keep Your Cool."

This course will introduce proven anger management strategies that will help you keep your emotions under control and help you build positive and productive relationships at work.

### Who should attend?

All Fulton County employees should attend this course.

### What we will cover:

What is anger?

Anger management techniques

How to manage aggressive behavior while remaining calm and focused

Strategies to prevent or decrease anger

How to value customer complaints and deal effectively with adversities and challenges

Healthy ways to control and express anger



### **2022 Schedule**

### **Class Code**

September 01	9:00am - 1:00pm	Zoom Meeting	KCV8
November 01	9:00am - 1:00pm	Zoom Meeting	KCV9

# Business and Financial Management

## AMS Advantage Intro

### Introduction:

This course is designed to teach AMS users how to maneuver through the AMS application. A general overview of workflow practice and policy are reviewed and discussed with participants. The participant will receive a user ID for the AMS application after completion of the course.

### Who should attend?

Employees who perform inquiries as well as process documents and payments to vendors.

Approval must be obtained from Department Heads before employees may attend a course and receive a user ID and access. Employees who do not receive written approval will not be permitted to take a course or receive a user ID to access the system. In order for participants to receive training and access to the AMS Financial System, Training Coordinators must do the following:

- 1) **Register the participant in the Fulton County AMS Employee Training System Module.**
- 2) **Submit Approval Form to DOIT Customer Service.**

### What we will cover:

Overview of the system	Different ways to perform inquiries
How to change your password	Payment status/Check verification
Navigating within the system	Budget verification
Vendor code verification	

### **2022 Schedule**

### **Class Code**

July 12	10:00am - 12:00pm	Zoom Meeting	ADV18
August 16	10:00am - 12:00pm	Zoom Meeting	ADV19
September 20	10:00am - 12:00pm	Zoom Meeting	ADV20
October 18	10:00am - 12:00pm	Zoom Meeting	ADV21

## AMS Advantage Intro

# **Business Financial Management**

## **AMS Invoice and Payment**

### **Introduction:**

This course is designed to teach AMS users how to input data for processing payments to vendors. The class will also cover maneuvering tips and shortcuts used with the AMS application. A participant's user ID profile will be changed to include the capability of processing vendor invoices after completion of the course.

Approval must be obtained from Department Heads before employees may attend a course and receive a user ID and access. Employees who do not receive written approval will not be permitted to take the course nor will they receive a user ID or access to the system. In order for participants to receive training and access to the AMS Financial System, Training Coordinators must do the following:

- 1) Register the participant in the Fulton County AMS Employee Training System Module**
- 2) Submit Approval Form to DOIT Customer Service**

User IDs and access to the AMS Financial System are assigned based upon completion of AMS training. All employees must first complete the AMS Advantage INTRO course before receiving a user ID and access. Additional access to the system is granted based on completion of the training module that corresponds to the area of access needed.

### **Who should attend?**

Employees who process documents and payments to vendors.

### **What we will cover:**

Different ways to perform inquiries (Advanced); types of payment generating documents

Financial System documents in the procurement process

Guidelines for processing payments; review of payment voucher policy

Proper completion of the payment voucher documents, reasons for payment delays

Vendor inquiry, payment status/verification, and budget verification

Creation of IN documents and PV documents, proper use of funds and object codes

### **2022 Schedule**

### **Class Code**

July 12	1:00pm – 4:00pm	Zoom Meeting	IPV18
August 16	1:00pm – 4:00pm	Zoom Meeting	IPV19
September 20	1:00pm – 4:00pm	Zoom Meeting	IPV20
October 18	1:00pm – 4:00pm	Zoom Meeting	IPV21



# **Business Financial Management**

## **AMS Purchasing Card (P-Card Training)**

### **Introduction:**

The Purchasing Card Training class provides instruction on the purpose of the card and how it should be used to conduct Fulton County business more efficiently and conveniently.

### **Who should attend?**

New and existing cardholders and their designated support staff.

### **What we will cover:**

What is allowed for purchase and what is prohibited

How to conduct a record-keeping self-audit

Maintaining accurate and chronological records of both manual and electronic reconciliation documents and inventory of purchased items

How to properly and correctly complete the required hardcopy reconciliation itemization and summarization report

How to create and correctly submit itemized electronic reconciliation documents with the appropriate cost allocation funding for each transaction

### **2022 Schedule**

### **Class Code**

August 16	9:30am – 11:00am	Zoom Meeting
October 18	9:30am – 11:00am	Zoom Meeting

PCV8
PCV9



# **Business Financial Management**

## **Approaching Retirement 401A**

### **Introduction:**

This course is designed for Fulton County employees that are covered under the 401(a) Defined Contribution Plan and who are approaching retirement age. Before retirement, employees need to be sure they have planned and prepared appropriately for that next big step in life. General information on the retirement process will be given.

### **Who should attend?**

This course is for employees who are within 5 years of retirement and are participants in the 401(a) Defined Contribution Plan.

### **What we will cover:**

Overview of IRA's including stocks, bonds, mutual funds, and annuities

What is an appropriate investment mix as retirement approaches?

How to decide how much income to draw in retirement

How income can be guaranteed during retirement

How much more you will have if you choose to work a few extra years

Do you need the guidance of a financial planner or investment adviser?

What happens to your account at your demise?

### **2022 Schedule**

### **Class Code**

September 16      9:00am - 1:00pm      Zoom Meeting      ARV7



# Business Financial Management

## **Planning Your Retirement (Old Plan–Defined Benefits)**

### **Introduction:**

This course is designed for Fulton County employees that are covered under the 82 and 91 enhanced retirement plans. It will provide useful information to employees helping them to understand their benefits. Estimates will be provided to all participants and a discussion of how to understand their estimates. The course will have presenters from the Fulton County Pension Office, Social Security, and MassMutual.

**THERE CAN BE NO SUBSTITUTES FOR THE SCHEDULED EMPLOYEES.**

### **Who should attend?**

Employees that are in the Defined Benefit Retirement Plan (DB Plan), who are vested (10 years of creditable service), and have five years or less to retirement and have not attended a previous class in the last 3 years.

### **What we will cover:**

Defining the types of retirement

Spousal Benefits

Ancillary Benefits

An Overview of Social Security Benefits

Decisions on how to handle payout distributions

Financial Planning



### **2022 Schedule**

### **Class Code**

October 27

1:00pm - 3:00pm

Zoom Meeting

R4V4

# *Planning Your Retirement*

# **Business Financial Management**

## **Travel and Training Workshop**

### **Introduction:**

This is an informative workshop conducted so that the Departmental Travel Coordinators can learn about Fulton County Travel & Training and Automobile Allowance/Mileage Reimbursement Policy and Procedure. There will be a discussion on changes in the policy and what Fulton County employees need to know before, during, and after their travel. There will be a discussion on business/local mileage reimbursement for employees who use their personal car for work.

### **Who should attend?**

All Departmental Travel Coordinators, county travelers, and interested employees.

### **What we will cover:**

What you need to know before you submit a request

The difference between Travel/Conference versus Training object codes

Where to find Federal Per Diem Rates

Allowable and unallowable reimbursement costs

Policy for being reimbursed

What required forms and signatures are needed?

Business/local mileage reimbursement



### **2022 Schedule**

### **Class Code**

July 22	10:00am – 12:00pm	Zoom Meeting	TRV19
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# Business Financial Management

## Understanding Your 401A Plan

### Introduction:

This course is designed for Fulton County employees covered under the Defined Contribution Retirement Plan (New Plan). It will give an in-depth look at how the plan works and gives participants insight into how to prepare for retirement in the future.

### Who should attend?

Employees who are enrolled in the new 401A Defined Contribution Pension Plan.

### What we will cover:

How to interpret your statement

When to make changes to your funds

When not to make changes to your funds

A brief overview of stocks and bonds

Financial management tips

### **2022 Schedule**

### **Class Code**

November 04

9:00am - 1:00pm

Room 3029

4OV4



# Human Relations

## Americans with Disabilities Act and Reasonable Accommodations

### Introduction:

With a broader range of disability types considered under the Americans with Disabilities Act as Amended (ADAAA) and an increase in reasonable accommodation requests, Fulton County is presented with an opportune time to evaluate their response to the ADA. This ADA training course is designed to educate all employees, managers, and supervisors alike, on best practices for addressing the needs of qualified employees and applicants of Fulton County with disabilities.

### Who should attend?

This course is open to all employees.

### What we will cover:

This workshop will provide a basic understanding of the following:

Title I of the Americans with Disabilities Act (ADA) and the Amendments Act (ADAAA)

Individual Rights under the ADA

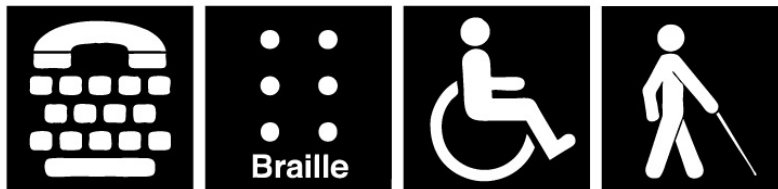
Fulton County's ADA Policy (100-16) and the Reasonable Accommodation Process

### **2022 Schedule**

### **Class Code**

October 07	9:00am - 11:00am	Zoom Meeting	AWV4
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**DISABILITY RIGHTS  
ARE CIVIL RIGHTS**



# Human Relations

## New Employee Orientation

### Introduction:

Fulton County Government New Employee Orientation is a mandated course for all permanent new employees. The new employee orientation training is coordinated by the Human Resources Department and the Employee Development Division. It is facilitated by various staff from key departments and service providers from approved vendors. The training is held at the beginning of the pay period and it is designed to provide an overview of Fulton County Government, employee benefits and important policies, procedures, and functions of the County.

### Who should attend?

All new permanent Fulton County employees.

### What we will cover:

Required personnel and payroll documents

Fulton County benefits

Employee voluntary benefits

Conditions of employment

Personnel regulations



### **2022 Schedule**

### **Class Code**

New Employee Orientation will start at 8:30 am and end at 4:30 pm.

July 06	EO326	October 12	EO333
July 20	EO327	October 26	EO334
August 03	EO328	November 09	EO335
August 17	EO329		
August 31	EO330		
September 14	EO331	December 07	EO336
September 28	EO332	December 21	EO337



# Human Relations

## Preventing Workplace Violence

### Introduction:

Workplace violence is a very serious problem that affects every organization. This course will address policies and procedures that Fulton County has established in an effort to prevent this increasing problem. It will also enable the participants to better understand the scope of workplace violence; recognize the warning signs of violent behavior; and prepare to take appropriate action, if it does occur in their workplace. The goal of this course is learning preventative measures.

### Who should attend?

All Fulton County employees

### What we will cover:

Define and discuss the scope of workplace violence

Identify potential types & causes of workplace violence

Recognize potential signs of workplace violence

Fulton County's policy on workplace violence

Illustrate proper security measures when responding to incidents of workplace violence

Fulton County's protocol during incidents of workplace violence



### **2022 Schedule**

### **Class Code**

October 26	9:00am - 1:00pm	Zoom Meeting	WPV7
December 02	9:00am - 1:00pm	Zoom Meeting	WPV8





## Collaborating with OneNote

OneNote is an electronic note-taking program for free-form information gathering and multi-user collaboration. It gathers users' notes, drawings, screen clippings, and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. It can be used to increase the efficiency of a team by having one place where information, instructions, meeting notes, emails, updates, etc. can be stored and the entire team will have access to them.

This course is designed for employees that manage a team or serve as team lead and are responsible for multiple projects or assignments. **Because this is a virtual class, attendees must have One Note on their laptop or computer.** Note: It is included in the Microsoft Office 2013 suite.

The class will consist of –

## Setting up an OneNote notebook and adding sections and pages

## Sending emails to One Note

## Adding meeting notes to a calendar event

## Sharing Notes

## Using Tags

## 2022 Schedule

## Class Code

August 31	9:00am - 1:00pm	Zoom Meeting	ONV5
October 06	9:00am - 1:00pm	Zoom Meeting	ONV6



# Information Technology

## @FULCO LIBRARY DIGITAL ON THE GO



FULTON COUNTY  
LIBRARY SYSTEM

[www.fulcolibrary.org](http://www.fulcolibrary.org)

Free access to e-books, audiobooks, learning tools, online research tools, and more! Create accounts using the barcode on the back of your library card.



### Access Video

Streaming Movies and Documentaries



### Creative Bug

Online crafts and DIY classes



### eReads Kids

Kids eBooks for K-12



### Freegal Music

Downloadable and Streamable Music



### Hoopla Digital

eAudiobooks, eBooks, Music, and Movies



### Infobase Reference

Academic databases for Intermediate students.



### Kanopy

Popular and Educational Films and TV Series.



### Libby, by Overdrive

eAudiobooks, Magazines and eBooks



### Lynda

Software, creative, and business virtual classes



### Mango Languages

Learn 75+ languages and ESL on the go



### The New York Times

Latest News from Today  
Grab an access code online



### Online Book Club

Instantly join library-wide Book Clubs with interactive discussions.



### Paper

Online real-time 1:1 remote tutoring for K-12 students.



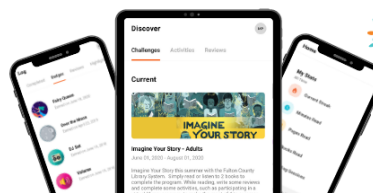
### PebbleGo

Engage in fun, interactive Literacy-learning for K-3 Grade students.



### Worldbook Online

Fun classic Family Encyclopedia



Beanstack

GET IT ON  
Google play

Available on the  
App Store

DID YOU  
KNOW

You can join seasonal reading challenges and earn badges for reading with your community. Start logging your reads today using Beanstack online or by downloading the app!

[fultoncounty.beanstack.org](http://fultoncounty.beanstack.org)

[▶](#) [f](#) [i](#) [o](#) [t](#) [w](#) /fulcolibrary

# @FULCO LIBRARY PASSES ON THE GO



FULTON COUNTY  
LIBRARY SYSTEM

[www.fulcolibrary.org](http://www.fulcolibrary.org)

Explore fantastic attractions in the metro Atlanta area! Adult patrons with a valid FulcoLibrary card may check out these materials from our branches. Check the availability of passes at your local library.



## Zoo Atlanta

Free Access: Up to 3  
Checkout Period: 7 Days  
Overdue Fee: \$1.00 per day  
Lost Pass: \$30.00



## Center for Puppetry Arts

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$1.00 per day  
Lost Pass: \$30.00



## Chattahoochee Nature Center

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$3.00 per day  
Lost Pass: \$45.00



## Emory Michael C. Carlos

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$1.00 per day  
Lost Pass: \$30.00



## The Breman Museum

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$3.00 per day  
Lost Pass: \$50.00



## GA State Parks & Historic Sites

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$1.00 per day  
Lost Pass: \$30.00



## Go Fish Education Center

Free Access: Up to 6  
Checkout Period: 7 Days  
Overdue Fee: \$1.00 per day  
Lost Pass: \$50.00



## Macon Museum Pass

Free Access: Up to 4  
Checkout Period: 7 Days  
Overdue Fee: \$3.00 per day  
Lost Pass: \$45.00

*Passes are available at every library besides Auburn Avenue Research Library. Due to current pandemic, only select passes are currently available for check out until further notice. Specific terms and full list of passes are listed online at [fulcolibrary.org/library-services/partnership-passes/](http://fulcolibrary.org/library-services/partnership-passes/)*

**DID YOU  
KNOW**

We have a new website! Check out the new [fulcolibrary.org](http://fulcolibrary.org) and visit our YouTube channel for How-to videos on how to log into your account, place books on hold, and more using the new site.

[▶](https://www.youtube.com/fulcolibrary) [f](https://www.facebook.com/fulcolibrary) [i](https://www.instagram.com/fulcolibrary) [t](https://www.twitter.com/fulcolibrary) /fulcolibrary

# Information Technology

## Getting to Know Excel

### Introduction:

This class will consist of creating an Excel worksheet, using formulas, sorting data, formatting the worksheet, and creating charts. This online course will be a demonstration by the instructor of the skills and then the learners will practice the skill on their computer or laptop during the class.

### Who should attend?

Open to all employees. **Because this is a virtual class, attendees must have Excel 2013 or higher on their laptop or computer.** This course will be useful to employees that maintain numerical data or must sort or filter data in Excel regularly.

### What we will cover:

Introduction to Worksheets

Adjusting Columns and Rows

Writing Formulas and Using Functions

Formatting Data

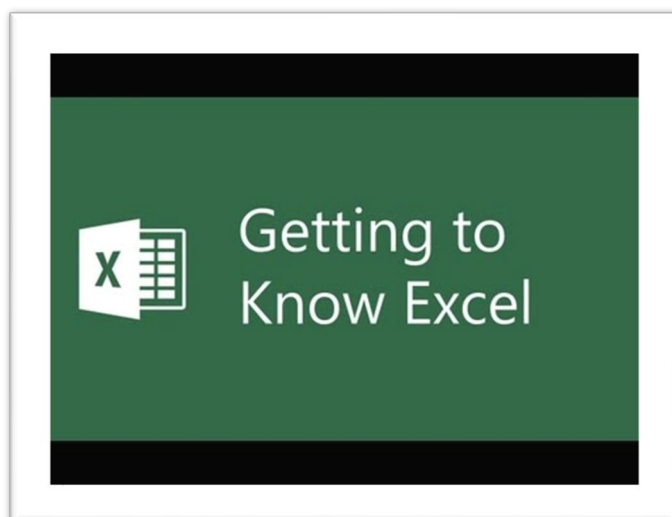
Creating a Simple Chart

Creating Customized Sorts

### **2022 Schedule**

### **Class Code**

August 24	9:00am - 1:00pm	Zoom Meeting	EXV5
October 13	9:00am - 1:00pm	Zoom Meeting	EXV6



# Leadership & Influence

## 9 Monday Morning Moves for Managers

### Introduction:

Investing 9 minutes of your time every Monday morning can bring enormous value to your employees, your customers and the organization. The number one reason why managers fail to increase productivity and build better relationships with their team, is they neglect to keep their leadership priorities in front of them. Through unique ideas, fun and dynamic techniques, this class will introduce managers to nine easy to use principles that will boost morale, increase engagement and bring out the best in their employees each day.

### Who should attend?

Managers, supervisors and directors who are looking for innovative ways to build a better working relationship with their team, see higher levels of productivity and engagement among the their team and the people they serve.

### What will we cover?

How to keep your leadership priorities in front of you so your team is never without their leader

How to implement the top engagement drivers to create a motivated and high performance team

Giving feedback that takes the stress out of addressing sub-par performance

Using rewards and recognition to make employees feel valued, appreciated and inspired

### **2022 Schedule**

### **Class Code**

August 25	9:00am - 1:00pm	Zoom Meeting	MTLV6
October 25	9:00am - 1:00pm	Zoom Meeting	MTLV7



# Leadership & Influence

## Collaborative Leadership

### Introduction:

Collaborative leadership is grounded in the belief that all of us together can be smarter, more creative, and more competent than any of us alone. It calls on leaders to use power of influence rather than positional authority to engage their team, and sustain momentum and performance. The collaborative leadership approach calls on leaders to create an environment of trust, mutual respect, and shared aspiration in which all can contribute fully and openly to achieve a collective goal. This class will focus on collective intelligence and high-quality conversations that build good relationships with direct reports that will engage and motivate them to produce exceptional work.

### Who should attend?

Fulton County employees interested in developing relationships that result in a shared sense of responsibility for team achievement among team members by fostering cooperation and support.

### What we will cover:

Defining Collaborative Leadership

Learning the Collaborative Leadership Style Advantages, Disadvantages and Characteristic

Recognizing Ways to Increase Team Collaboration in the Workplace

### **2022 Schedule**

### **Class Code**

August 10	9:00am - 1:00pm	Zoom Meeting	CLV5
October 27	9:00am - 1:00pm	Zoom Meeting	CLV6





# Leadership & Influence

## Magnifying the Leader in You

### Introduction:

True leadership is not about the job or the position you hold in the organization. True leadership is about integrity, trust, competence, valuing people, and helping them to realize their full potential, and in doing so, you inspire excellence. To become more than “the boss” that people follow because they are required to, learn how to transform into a leader that people follow because they want to. In this class, we will discuss 5 levels of leadership that will help you grow as a leader. Through inspiring ideas and practical applications, we will show you how to master each level and rise up to the next level to become a more influential, respected and admired leader.

### Who should attend?

Managers, directors, project leaders, and supervisors who are seeking to improve their game and really make a difference in the lives of those they lead.

### What will we cover?

Moving through the 5 levels of leadership

Leader vs Boss

Listening, learning and developing your team

Getting noticed by learning how to look and talk like a leader

### **2022 Schedule**

### **Class Code**

July 26	9:00am - 1:00pm	Zoom Meeting	LSV6
September 22	9:00am - 1:00pm	Zoom Meeting	LSV7



# Leadership & Influence

## Managing a Virtual Team

### Introduction:

When it comes to the success of a virtual team, the team's manager plays a major role. If managed effectively, virtual teams can increase productivity, help meet organizational goals, and improve the quality of work.

Get ready to develop the competencies of a virtual leader and enhance the productivity of your virtual team. Learn to leverage the advantages of a virtual team while building trust and making authentic connections with team members.

### Who should attend?

Managers, supervisors, and anyone who is currently managing a virtual team, as well as those who will be moving into a virtual management role in the future.

### What we will cover:

Determine your role and responsibility as a virtual manager/leader

Understand how your personality style impacts the virtual team

Discover what virtual team members need most in order to be productive

### **2022 Schedule**

### **Class Code**

August 04	9:00am - 1:00pm	Zoom Meeting	MVTV6
October 06	9:00am - 1:00pm	Zoom Meeting	MVTV7





# Professional Development

## 7 Ways to Build a Growth Mindset

### Introduction:

A growth mindset is simply the belief that our basic abilities can be developed and improved through dedication and hard work. This course helps you to learn to develop powerful strategies to improve basic abilities, and build new thinking into lifelong habits.

### Who should attend?

Fulton County employees who wish to strengthen personal and professional development.

### What we will cover:

Developing and Embracing a Growth Mindset

Growth Mindset Strategies

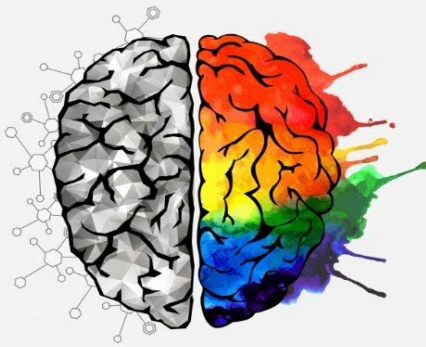
Key Differences between “Fixed” and “Growth” Mindset

### **2022 Schedule**

September 21	9:00am - 1:00pm	Zoom Meeting	7WV6
December 15	9:00am - 1:00pm	Zoom Meeting	7WV7

### **Class Code**

**How To  
Develop a**



**Growth Mindset?**

# Professional Development

## Defensive Driving

### Introduction:

National Safety Council Defensive Driving Certified Instructors conduct this training (**1½ day class**).

The first day of Defensive Driving Training (Friday) will consist of a full day of classroom instruction. The second day (Monday) will be the driving test. Employees will be given 4 hours to take the driving portion and to report back to work. Acquiring this Defensive Driving certificate will provide a possible 10 % reduction on insurance rates provided there is no moving violation on the driver's record for the past three-years. Be prepared to take notes; please bring a writing pen. Attendees must bring Current (Valid) Georgia Driver's License to class. The driving test will be taken at the Public Safety Training Center, directions are provided in the back of the catalog.

### Who should attend?

All employees driving county vehicles will be given first priority. Employees who drive County vehicles should attend this course every two years. This course will be open to other employees if space is available.

### What we will cover:

Defensive driving strategies

Impaired driving

Fatigued driving

Distracted driving

City and suburban driving

Rural and expressway driving



### **2022 Schedule**

August 26 & 29  
September 23 & 26  
October 21 & 24

**8:30am** - 4:30pm  
**8:30am** - 4:30pm  
**8:30am** - 4:30pm

### **Class Code**

Zoom meeting DDV7  
Zoom meeting DDV8  
Zoom meeting DDV9

# Professional Development

## Effective Meeting Facilitation

### Introduction:

What is the purpose of a business meeting? There are lots of great reasons to have a business meeting. If done correctly, meetings can be an excellent way to address important business concerns. Unfortunately, poorly run meetings and meetings that waste valuable time are far too common. To have an effective meeting, you must have an outline and a purpose. This sets the foundation, establishes the parameters, and tells everybody in the room why they are there, for how long, and what they need to accomplish to have an excellent business experience.

### Who should attend?

Any Fulton County employee that has meeting planning and/or facilitation responsibilities, or those wishing to enhance their skills on meeting facilitation.

### What we will cover:

Planning and facilitating effective meetings

The challenging attendee

Preparing a meeting agenda

Roles and responsibilities for effective meetings

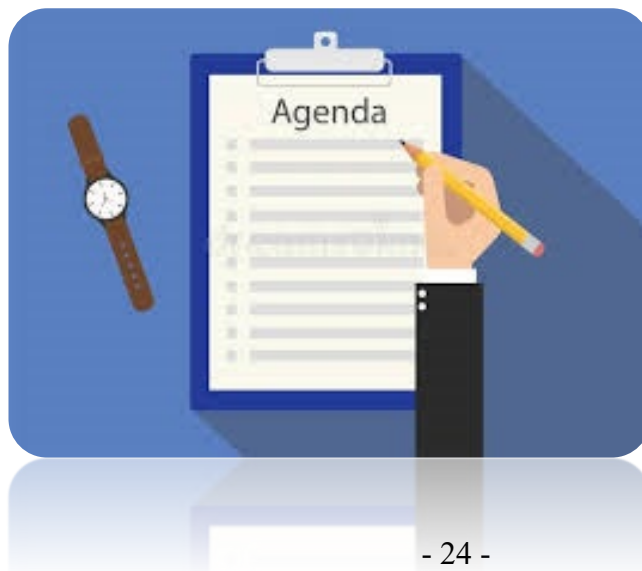
Recording meeting minutes



### **2022 Schedule**

### **Class Code**

September 08	9:00am – 1:00pm	Zoom Meeting	MFV6
November 03	9:00am – 1:00pm	Zoom Meeting	MFV7



# Professional Development

## Email Etiquette in the Workplace

### Introduction:

The main purpose of your work email is to facilitate clear communication about the work that you do. So why is it (that in many cases) our work email can be the source of a lot of miscommunication? Maybe the tone was off. Or perhaps the wrong people received the message. Could it be that you did not respond to the email with enough information? Whatever the problem is, an understanding and adherence to good workplace email etiquette can reduce or eliminate most issues related to digital communication.

### Who should attend?

Fulton County employees who wish to learn more about workplace email etiquette. This class is ideal for all levels of the organizational chart including and not limited to: assistants, support staff, supervisors, managers, and senior leadership.

### What we will cover:

Determine the purposes for writing business emails

Describe the components of a business email

Recognize best practices of business email etiquette



### **2022 Schedule**

### **Class Code**

September 15	9:00am - 1:00pm	Zoom Meeting	EEWV6
November 01	9:00am - 1:00pm	Zoom Meeting	EEWV7



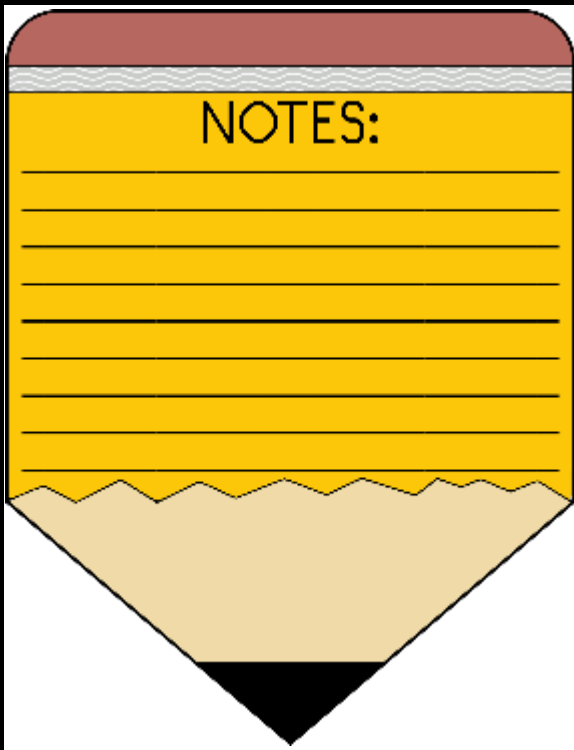
### Fulton County Department Training Coordinators

Department	Name	Telephone Number
Arts Council	Mia Childress	(404) 612-5795
Behavioral Health	Erika Williams-Walker	(404) 613-1053
Child Attorney	Sophia Stewart	(404) 613-4835
Clerk to the Commission	Lee Murrell	(404) 612-8246
Clerk of Superior Court	BreAnna Rowland	(404) 613-5360
Community Development	Gwendolyn Hunter	(404) 612-3647
Cooperative Extension	Trina Chaney	(404) 762- 4077
County Attorney	Katina Patterson	(404) 612-0246
County Manager	Rosemary Shedrick/ Alana Gillespie	(404) 612-0249/ (404) 612-3080
Department of HIV Elimination	Andrea Davis	(404) 612-1325
Department of Senior Service	Karen Belton	(404) 613-0469
District Attorney	Yana Young	(404) 612-4981
Diversity & Civil Rights	Marsha McCracken/ Donna Bates	(404) 612-0446/ (404) 612-8585
DREAM	April Pye/Barnette Jones	(404) 612-7028/ (404) 612-0894
Emergency Services- 911	Latisha Schofield	(404) 612-7902
External Affairs	Douglass Bell	(404) 612-1388
Finance	Rronda Sanchez	(404) 612-7695
Housing and Community Development	Gwendolyn Hunter	(404) 613-3647
Human Resources Management	Simeal Moore	(404) 613-0887
Information Technology	Shena Willis	(404) 612-7296
Internal Audit	Queena Jenkins	(404) 612-1020
Juvenile Court	Maria DeLong	(404) 612-4459
Library	Peggie Watson/ Cassandra Turnipseed	404) 730-1976 (4) 808-3457
Magistrate Court	Lynne Nelson	(404) 613-5016
Marshal's Office	Dama Sanders	(404) 612-4430
Medical Examiner's Office	Karleshia Bentley	(404) 613-4407
Police Department	Elaine Smith	(404) 613-5710

Fulton County Department Training Coordinators (continued)		
Department	Name	Telephone Number
Probate Court	Melissa Brown-Oliver	(404) 612-5985
Public Defender	Yvette Bacon	(404) 612-5199
Public Works	Cherylyn Griffin/ Katreina Thomas	(404) 612-7444/ (404) 612-6595
Purchasing	Marylan James	(404) 612-7981
Registration & Elections	Brenda McCloud /Mariska Bodison	(404) 612-7099/(404) 612-7020
Sheriff's Department	Valesia Robinson	(404) 613-2388
Solicitor General	Tamikia Moses	(404) 612-6958
State Court	Tyrone Coley	(404) 612-8880
Superior Court Admin	Shirley Pineda	(404) 612-2877
Tax Assessor	Shureka Davis	(404) 612-9008
Tax Commissioner	Demetria Anthony	(404) 613-0786



*BECAUSE WE CARE, WE SERVE!*



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