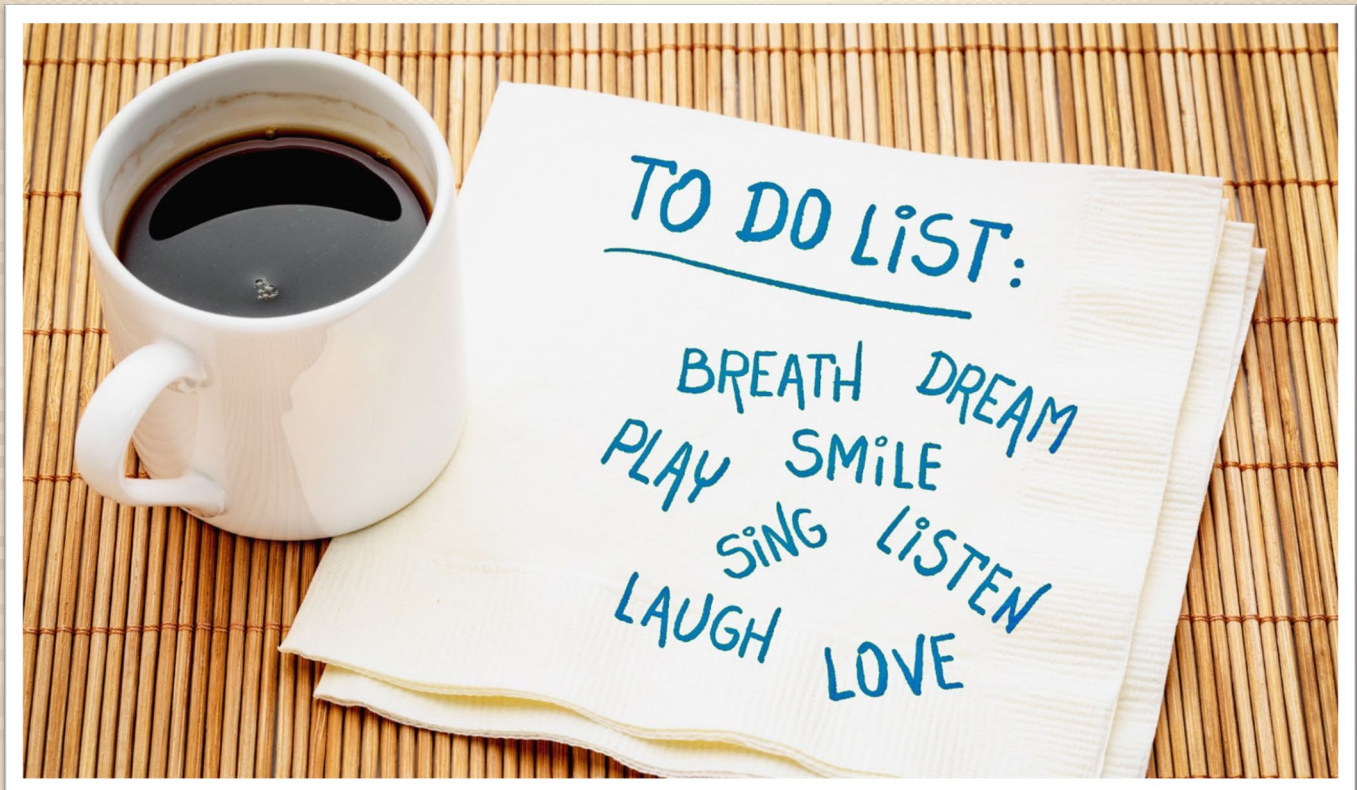**August through December 2024**

Training Catalog

Self-Care Is Not Selfish
It's Necessary For Survival

Human Resources Management

Employee Development Division

Join us!

Employee Development Manager:

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To Register for Training Classes, Contact Your Department Training Coordinator

Thank you

Table of Contents

Comunication and Collaboration

Emotional Intelligence in the Workplace: Enhancing Performance and Relationships (NEW)

Introduction:

In this training, you will gain a comprehensive understanding of emotional intelligence, explore its importance, and learn how to effectively apply it within the workplace. This training aims to enhance your self-awareness, empathy, and communication skills, thereby improving team dynamics, fostering a positive work environment, and contributing to the overall success of the department.

Who should attend?

All Fulton County employees who wish to enhance their emotional intelligence to improve their performance and relationships at work.

What will we cover:

Understand the concept and components of Emotional Intelligence

Develop self-awareness and self-regulation skills

Enhance empathy and social skills

Apply EI in personal and professional settings

Create and follow a personal development plan for continuous EI improvement

2024 Schedule			Class Code
August 23	9:00am - 1:00pm	Zoom Meeting	EIL1
September 24	9:00am - 1:00pm	Zoom Meeting	EIL2
October 29	9:00am - 1:00pm	Zoom Meeting	EIL3
December 10	9:00am - 1:00pm	Zoom Meeting	EIL4

Enhancing Performance and Relationships

Comunication and Collaboration

Uncomfortable Workplace Conversations

Introduction:

Uncomfortable Workplace Conversations assist managers/supervisors with examining components of this unpopular exchange. Participants attending this training will discuss strategies and gain competencies to address these unpopular conversations. This is an essential tool necessary to improve communication between managers/supervisors and their employees.

Who should attend?

Any manager/supervisor of a team that interacts with subordinates based on actions/inactions that happens during the workday that may be uncomfortable, but necessary.

What we will cover:

What are components of uncomfortable workplace conversations?

Discuss strategies to address uncomfortable workplace conversations?

2024 Schedule			Class Code
September 05	9:00am - 1:00pm	Zoom Meeting	UWC5
October 16	9:00am - 1:00pm	Zoom Meeting	UWC6
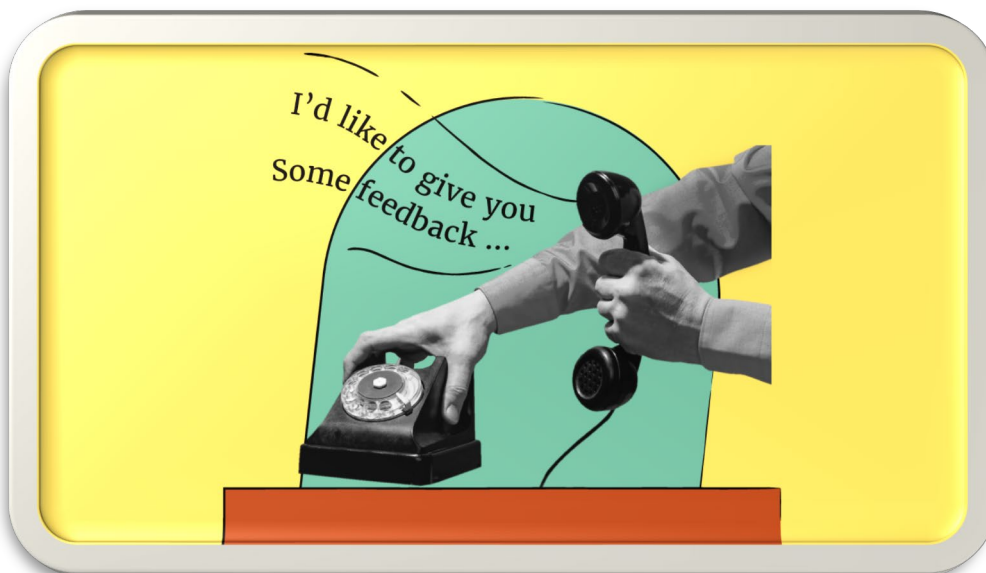
Business and Financial Management

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**. This course is conducted through the Finance Department.**

Who should attend?

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

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	

2024 Schedule   **Class Code**

August 13	10:00am - 12:00pm	Zoom Meeting	ADV40
September 10	10:00am - 12:00pm	Zoom Meeting	ADV41
October 09	10:00am - 12:00pm	Zoom Meeting	ADV42

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.

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. **This course is conducted through the Finance Department.**

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

2024 Schedule			Class Code
August 13	1:00pm – 4:00pm	Zoom Meeting	IPV39
September 10	1:00pm – 4:00pm	Zoom Meeting	IPV40
October 09	1:00pm – 4:00pm	Zoom Meeting	IPV41

AMS Invoice and Payment

Business Financial Management

AMS Ordering and Receiving

Introduction:

The purpose of the Ordering and Receiving course is to provide instruction on how to create requisitions, receivers, and delivery orders. **This course is conducted through the Purchasing Department.**

Who should attend?

All County employees who are required to access to AMS to enter requisitions, receivers, and delivery orders.

What will be covered:

The creation of a standard requisition document, receivers and delivery order

Viewing, ordering, and receiving inquiries

Understanding the different ways to search for a vendor or commodity

Procurement thresholds, best practices, policy, and procedures

2024 Schedule   **Class Code**

August 14	10:00am – 12:00pm	Zoom Meeting	ORV16
September 11	10:00am – 12:00pm	Zoom Meeting	ORV17
October 10	10:00am – 12:00pm	Zoom Meeting	ORV18

Business Financial Management

BidNet Requestor Training

Introduction:

Requestor - this training is for those user departments who want to learn how to submit a request to Purchasing using BidNet. **This course is conducted through the Purchasing Department.**

Who should attend?

New and existing user department staff who request procurement items

What will it cover:

Request Procurement items from the purchasing team

Track request submitted to the purchasing department

Request solicitations

2024 Schedule			Class Code
August 27	10:00am - 11:00am	Zoom Meeting	BNR12
September 24	10:00am - 11:00am	Zoom Meeting	BNR13
October 22	10:00am - 11:00am	Zoom Meeting	BNR14
November 26	10:00am - 11:00am	Zoom Meeting	BNR15
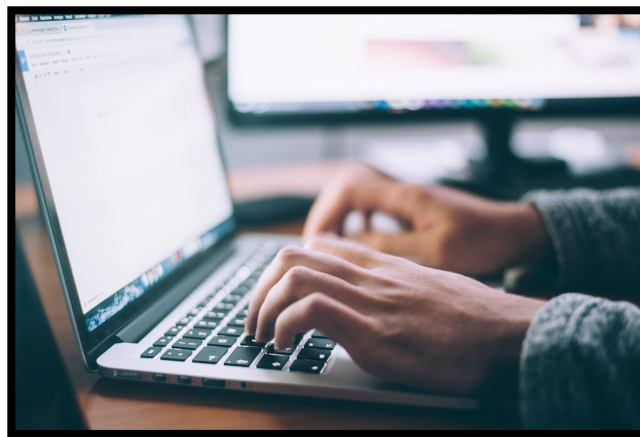
Business Financial Management

BidNet Vendor Performance Management Training

Introduction:

Vendor Performance Management - this training is for those user departments who want to evaluate and manage a vendor performance using BidNet. **This course is conducted through the Purchasing Department.**

Who should attend?

New and existing user department staff who are responsible for vendor performance management.

What will it cover:

Learn how to evaluate vendor performances that do business with Fulton County

Track a vendor's overall performance in doing business in the county

The ability to accurately document a vendor's performance

2024 Schedule			Class Code
August 27	11:30am – 12:30pm	Zoom Meeting	BNV12
September 24	11:30am – 12:30pm	Zoom Meeting	BNV13
October 22	11:30am – 12:30pm	Zoom Meeting	BNV14
November 26	11:30am – 12:30pm	Zoom Meeting	BNV15

Business Financial Management

For the Love of Money: How to Find Money for College (NEW)

Introduction:

Navigating the financial aspects of higher education can be daunting, but with the right knowledge and strategies, securing the funds needed for college is within reach. "For the Love of Money: A Guide on How to Find Money for College" is a comprehensive course designed to equip students and their families with the tools and insights necessary to identify, apply for, and obtain various forms of financial aid.

This course covers a wide array of topics including scholarships, grants, loans, work-study programs, and other funding opportunities. Participants will learn how to effectively search for scholarships, craft compelling application essays, understand the intricacies of financial aid packages, and strategically plan their finances for college.

Who should attend?

All Fulton County employees who have family members preparing for college, employees currently enrolled in college or planning to attend college in the future. This is also open to anyone interested in understanding and navigating the financial aid process.

What will we cover:

Identify different types of financial aid and understand their specific requirements and benefits

Develop strategies for researching and applying for scholarships and grants

Interpret and compare financial aid award letters to make informed decision

Explore alternative funding sources such as work-study programs, internships, and private loans

Create a personalized financial plan to manage college expenses effectively

2024 Schedule			Class Code
September 26	9:00am - 1:00pm	Zoom Meeting	MFC1
October 22	9:00am - 1:00pm	Zoom Meeting	MFC2
December 05	9:00am - 1:00pm	Zoom Meeting	MFC3

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?

2024 Schedule   **Class Code**

| August 30 | 9:00am - 1:00pm | Zoom Meeting | ARV15 |
| September 27 | 9:00am - 1:00pm | Zoom Meeting | ARV16 |

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 Empower. **This course is conducted through the Finance Department.**

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 inthe 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

2024 Schedule			Class Code
October 24	1:00pm - 3:00pm	Zoom meeting	R4V8

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

2024 Schedule			Class Code
October 16	9:00am - 1:00pm	Zoom meeting	4OV12
December 06	9:00am - 1:00pm	Zoom meeting	4OV13

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. **This course is conducted through the Department of Diversity and Civil Rights Compliance (DCRC).**

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

2024 Schedule   **Class Code**

October 03   9:00am - 11:00am   Zoom Meeting   AWV8
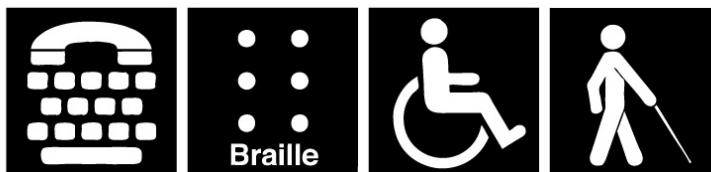
Human Relations

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

2024 Schedule   Class Code

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

August 14	EO379	November 06	EO385
August 28	EO380	November 20	EO386
September 11	EO381	December 04	EO387
September 25	EO382	December 18	EO388
October 09	EO383		
October 23	EO384		

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

2024 Schedule			Class Code
October 24	9:00am - 1:00pm	Zoom Meeting	WPV15
December 11	9:00am - 1:00pm	Zoom Meeting	WPV16

Information Technology

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PASSES ON THE GO

FULTON COUNTY LIBRARY SYSTEM

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.

Alliance Theatre
Free Access: Up to 4
Checkout Period: 7 Days
Limit 1 performance per checkout.
Lost Pass: $75.00

The Atlanta History Center (NEW!)
Free Access: Up to 4
Checkout Period: 7 Days
Overdue Fee: $3.00 per day
Lost Pass: $75.00

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

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

GA State & Historic Parks
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

Shakespeare Tavern Playhouse Pass (NEW!)
Free Access: Up to 4
Checkout Period: 7 Days
Limit 1 performance per checkout.
Lost Pass: $60.00

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

Passes are available at every library besides Auburn Avenue Research Library. Specific terms and full wlist of passes are listed online at fulcolibrary.org/library-services/partnership-passes/

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FULTON COUNTY LIBRARY SYSTEM

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Streaming Movies and Documentaries

LinkedIn Learning
Software, creative, and business virtual classes

Creative Bug
Online crafts and DIY classes

Mango Languages
Learn 75+ languages and ESL on the go

eRead Kids
Kids eBooks for K-4

Paper.co
Free, unlimited 1:1 tutoring for grades K-12

Freegal Music
Downloadable and Streamable Music

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Latest News from Today Grab an access code online

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fultoncounty.beanstack.org

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- 16 -

Information Technology

Getting to Know Excel 365

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

2024 Schedule			**Class Code**
August 15	9:00am - 1:00pm	Zoom Meeting	EXV16
October 09	9:00am - 1:00pm	Zoom Meeting	EXV17

Information Technology

Mastering Excel 365 Intermediate Features

Introduction:

Microsoft Excel has always included an extensive set of features for managing and analyzing data. It has over 400 pre-set formulas available for use, over 17 chart types, and has over 17 billion cells per worksheet where you can add your data. With the migration to Microsoft 365 in our organization, Excel has been upgraded to include some great additional features. Working from an online environment gives employees greater flexibility in accessing and collaborating with others.

This course will review features beyond the basics. Emphasis will be on delving deeper into Excel features that are beneficial in performing simple and complex calculations, organizing data for greater management and in-depth data analysis. This course will also include the use of working on files simultaneously.

Who should attend?

This course is open to all employees. A beginner knowledge of Excel features is highly recommended.

What we will cover:

How to simplify your calculations using functions. Choosing the right functions and how to use them

Working with pivot tables to summarize and analyze data

Co-authoring a workbook

Sharing a workbook

How to use VLook Up and HLook Up

Sorting and filtering data

2024 Schedule			Class Code
September 10	9:00am - 1:00pm	Zoom Meeting	EIV7
November 19	9:00am - 1:00pm	Zoom Meeting	EIV8

Information Technology

Collaborating with OneNote

Introduction:

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.

Who should attend?

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.

What we will cover:

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

2024 Schedule   **Class Code**

| October 03 | 9:00am - 1:00pm | Zoom Meeting | ONV16 |
| December 16 | 9:00am - 1:00pm | Zoom Meeting | ONV17 |

Information Technology

Navigating PowerPoint 365

Introduction:

This course is designed to equip participants with fundamental skills in harnessing the power of Microsoft PowerPoint to craft engaging and impactful presentations. Through hands-on practice and comprehensive guidance, students will delve into the core functionalities of PowerPoint. Participants will explore the diverse elements of PowerPoint's interface, learn to design visually compelling slides, and understand the art of combining multimedia elements seamlessly. Emphasis will be placed on best practices for content layout, utilizing various media types, and employing animations and transitions judiciously for maximum audience engagement.

Who should attend?

This course is open to all employees. It can be especially helpful to employees that prepare presentations.

What we will cover:

Mastering slide creation

Text formatting

Media integration and animations

Effective presentation techniques

2024 Schedule			Class Code
September 18	9:00am - 1:00pm	Zoom Meeting	NPP3
November 13	9:00am - 1:00pm	Zoom Meeting	NPP4

Information Technology

Using Microsoft TEAMS in the Workplace I (NEW)

Introduction:

This comprehensive training course is designed to equip employees with the knowledge and skills needed to effectively customize and utilize the basics of Microsoft Teams. Participants will learn how to guide through the fundamental features and functionalities of Teams, enabling improved communication, collaboration, and productivity within the organization.

Who should attend?

Fulton County employees who seek to learn functionality with Microsoft TEAMS to better improve their departments productivity and efficiency.

What we will cover:

Introduction to Microsoft Teams

Setting Up and Navigating Teams

Communication in Teams

Collaboration Features

Team and Channel Management

Productivity Tools

Mobile Usage

Advanced Features

Troubleshooting and Support

2024 Schedule			Class Code
August 20	9:00am - 1:00pm	Zoom Meeting	TEA1
September 04	9:00am - 1:00pm	Zoom Meeting	TEA2
October 01	9:00am - 1:00pm	Zoom Meeting	TEA3
November 04	9:00am - 1:00pm	Zoom Meeting	TEA4
December 03	9:00am - 1:00pm	Zoom Meeting	TEA5

Information Technology

Introduction to Word 365 Basics

Introduction:

Microsoft Word is one of the most popular document creation and formatting tools. Word 365 allows you to review your work and polish your words with proofing tools. You can save your documents to OneDrive for greater flexibility and access to your documents online. Word 365 also allows you to share your work to chat, comment, and collaborate with others. It includes advanced spelling and grammar, in-app learning tips, and more than 90 languages.

This course will be an introduction to the Word features you can use to create documents, reports, memos, flyers, and resumes, as well as many other types of documents. You will get tips and shortcuts that you can use to create a professional, polished document. It will also include the use and demonstration of sharing files and real-time collaboration.

Who should attend?

This course is open to all employees.

What we will cover:

Overview of basic features

Creating documents

Adding tables and graphics to your document
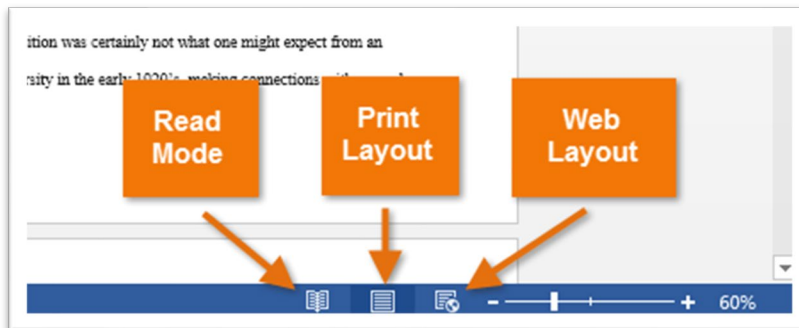
How to use Microsoft Editor to refine your document

Document Collaboration

2024 Schedule			**Class Code**
August 21	9:00am - 1:00pm	Zoom Meeting	WOV4
October 29	9:00am - 1:00pm	Zoom Meeting	WOV5

Information Technology

Beyond Basics: Mastering Word 365 (NEW)

Introduction:

This course is perfect for users looking to enhance their document creation skills. It dives into advanced formatting techniques, collaboration tools, and document automation features. Learn to effortlessly apply themes and styles to achieve professional-looking documents and collaborate in real-time using Track Changes and sharing options. Discover the power of templates and macros to streamline your workflow, saving valuable time on repetitive tasks. Whether you're a professional seeking to refine your document management skills or a novice aiming to boost productivity, this course equips you with essential tools and knowledge to excel in Microsoft Word 365.

Who should attend?

Anyone with a basic knowledge of Word 365.

What we will cover:

How to track changes and comments

Using Styles and Themes

Creating Templates and Macros

Co-authoring documents and other collaboration tools

Creating and Formatting Charts in Word

2024 Schedule			Class Code
September 25	9:00am - 1:00pm	Zoom Meeting	WBB1
November 07	9:00am - 1:00pm	Zoom Meeting	WBB2

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 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

2024 Schedule   **Class Code**

| October 03 | 9:00am - 1:00pm | Zoom Meeting | MMM6 |
| December 06 | 9:00am - 1:00pm | Zoom Meeting | MMM7 |

Leadership & Influence

Digital Ringmasters: Managing Remote Teams (NEW)

Introduction:

Step right up to the virtual big top and master the art of remote team management with "Digital Ringmasters"! This dynamic course equips leaders with the skills and strategies needed to orchestrate high-performing remote teams in today's digital workplace.

Who should attend?

This course is ideal for managers, team leaders, project managers, and anyone responsible for guiding distributed teams.

What we will cover:

The Remote Landscape: Understanding the unique challenges and opportunities of virtual teamwork

Communication Acrobatics: Mastering multi-channel communication for clarity and engagement

Virtual Team Building: Creating cohesion and trust without face-to-face interaction

The Productivity Tightrope: Balancing flexibility with accountability in remote work

Tech Trapeze: Leveraging collaboration tools and platforms for seamless teamwork

The Motivation Menagerie: Keeping remote team members engaged and inspired

Conflict Resolution from Afar: Addressing issues in a virtual environment

The Work-Life Balancing Act: Promoting well-being and preventing burnout in remote teams

Cultural Diversity in the Digital Circus: Navigating global and cross-cultural remote teams

The Future of Remote Work: Preparing for emerging trends and technologies

Best practices, expectations?

2024 Schedule			Class Code
September 24	9:00am - 1:00pm	Zoom Meeting	DMR1
October 22	9:00am - 1:00pm	Zoom Meeting	DMR2
November 19	9:00am - 1:00pm	Zoom Meeting	DMR3
December 16	9:00am - 1:00pm	Zoom Meeting	DMR4

Managing Remote Teams

Leadership & Influence

Leadership Sensitivity (NEW)

Introduction:

This course focuses on enhancing the sensitivity level of managers/supervisors towards their subordinates. Participants will develop qualities and strategies needed to demonstrate sensitivity towards their team members.

Who should attend?

Fulton County Government employees looking to become aware of the impact sensitivity or lack thereof has on your colleagues.

What will we cover:

Examine qualities linked to Leadership Sensitivity

Discuss factors that contribute to a lack of Leadership Sensitivity

Analyze factors cultivating Leadership Sensitivity

Explore Leadership Sensitivity Benefits & Strategies

2024 Schedule   Class Code

| September 06 | 9:00am - 1:00pm | Zoom Meeting | LSS1 |
| October 29 | 9:00am - 1:00pm | Zoom Meeting | LSS2 |

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 in 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

2024 Schedule			**Class Code**
September 19	9:00am - 1:00pm	Zoom Meeting	LSV15
November 21	9:00am - 1:00pm	Zoom Meeting	LSV16

Magnifying the Leader in You

Leadership & Influence

Motivate to Elevate: Coaching Skills for Engagement and Motivation (NEW)

Introduction:

Unlock the full potential of your team with this dynamic and interactive course on motivational coaching. "Motivate and Elevate" equips leaders and managers with powerful coaching techniques to boost engagement, drive motivation, and elevate team performance to unprecedented levels.

Who should attend?

Managers and team leaders

HR professionals

Project managers

Anyone responsible for team performance and development

What we will cover:

Foundations of motivational coaching

Understanding individual and team dynamics

Active listening and powerful questioning techniques

Setting inspiring goals and fostering accountability

Providing constructive feedback for growth

Recognizing and leveraging diverse strengths

Overcoming obstacles and resistance

Creating a culture of continuous improvement
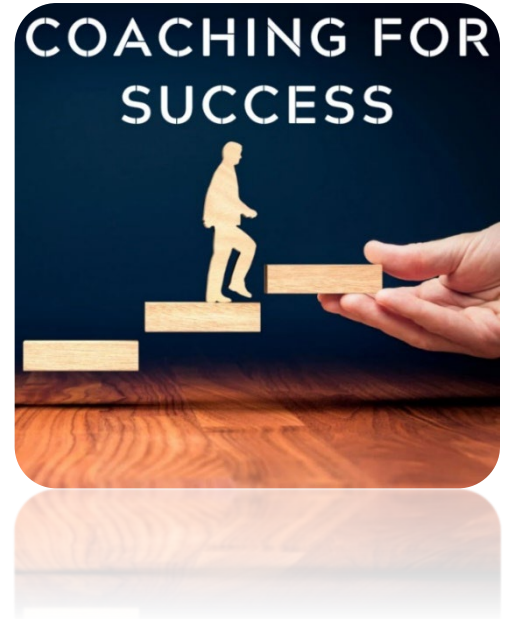
2024 Schedule			Class Code
August 27	9:00am - 1:00pm	Zoom Meeting	CSE1
September 16	9:00am - 1:00pm	Zoom Meeting	CSE2
October 08	9:00am - 1:00pm	Zoom Meeting	CSE3
November 12	9:00am - 1:00pm	Zoom Meeting	CSE4
December 10	9:00am - 1:00pm	Zoom Meeting	CSE5

Leadership & Influence

Stepping Up to Leadership (NEW)

Introduction:

This course is designed for emerging leaders ready to enhance their leadership capabilities. This course delves into the core principles of leadership, examining various styles such as transformational, transactional, and situational leadership. Participants will engage in hands-on activities, self-assessment exercises, and group discussions. The curriculum focuses on key skills including effective communication, decision-making, team management, and strategic thinking.

Who should attend?

Employees that would like to develop or enhance their skills in leadership. This course would be beneficial to emerging leaders, as well as those that want to improve their skills.

What we will cover:

Understand key leadership principles and qualities

Identify personal leadership strengths and areas for improvement

Develop skills in communication, decision-making, and team management

Create a personal leadership development plan

2024 Schedule   **Class Code**

| October 07 | 9:00am - 1:00pm | Zoom Meeting | STEP1 |
| November 15 | 9:00am - 1:00pm | Zoom Meeting | STEP2 |

Leadership & Influence

Succession Planning: Crafting Tomorrow's Success Story

Introduction:

Succession planning is the process of identifying critical positions within your department/division and create a plan of action for individuals to move into those positions. Leadership examines current and future goals to make certain the right people are ready to assume these roles. Effective planning and selection are key to facilitating a smooth transition of leadership and continuity.

Who should attend?

Any member of your team

What we will cover:

Importance of succession planning

Key components of succession planning

Succession Plan Development

2024 Schedule			Class Code
August 29	9:00am - 1:00pm	Zoom Meeting	SPV4
October 11	9:00am - 1:00pm	Zoom Meeting	SPV5

Leadership & Influence

The Authentic Leader (NEW)

Introduction:

This course focuses on developing a style in which managers/supervisors interact in a real, genuine, and sincere way that is true to who they are as individuals. An authentic leader is able to further the success of their department/division within the confines of social and ethical values, even when that seems impossible.

Who should attend:

Fulton County Government current and future leaders that recognize the impact of their natural leadership style and how it translates with your colleagues.

What will we cover:

Pursuing their purpose with passion

Practicing solid values

Leading with their hearts as well as their heads

Establishing connected relationships

Demonstrating self-discipline

2024 Schedule			Class Code
October 01	9:00am - 1:00pm	Zoom Meeting	AUT1
December 12	9:00am - 1:00pm	Zoom Meeting	AUT2

Leadership & Influence

The Power of Team Collaboration (NEW)

Introduction:

Team collaboration is a key part of a successful workplace that involves employees working together to achieve a common goal by sharing their knowledge, skills, and resources. When done well, team collaboration can lead to powerful organizational benefits.

Who should attend?

Fulton County Government current and future leaders that recognize the impact of employees working together as one team to accomplish department goals while building a cohesive unit.

What will we cover:

Benefits of Teamwork

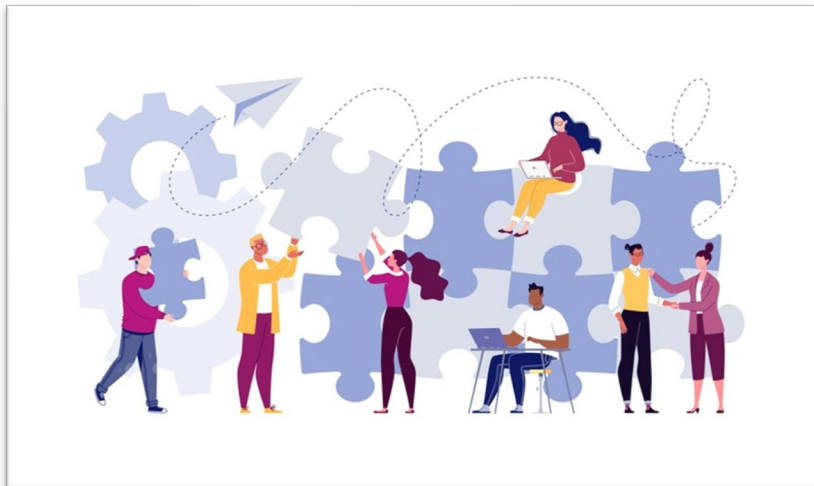Acknowledging similarities

Embracing Individual differences

2024 Schedule			Class Code
November 15	9:00am - 1:00pm	Zoom Meeting	TUC1
December 13	9:00am - 1:00pm	Zoom Meeting	TUC2

Professional Development

Cultivating a Growth Mindset: Unlock Your Potential (NEW)

Introduction:

In today's fast-paced and ever-evolving world, the ability to adapt and grow is crucial for personal and professional success. This course, "Cultivating a Growth Mindset," is designed to help you develop the mental resilience and positive outlook necessary to embrace challenges, learn from criticism, and persist in the face of setbacks.

Who should attend?

All Fulton County employees who are seeking personal growth, to enhance their career prospects, managers, and leaders who want to foster a growth mindset within their teams.

What will we cover:

Understand the Growth Mindset

Cultivate a Growth Mindset

Embrace Challenges

Learn from Criticism

2024 Schedule			Class Code
August 27	9:00am - 1:00pm	Zoom Meeting	CGM1
October 01	9:00am - 1:00pm	Zoom Meeting	CGM2
November 07	9:00am - 1:00pm	Zoom Meeting	CGM3
December 12	9:00am - 1:00pm	Zoom Meeting	CGM4

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. Attendees must bring Current (Valid) Georgia Driver's License to class. The driving test will be taken at the Public Safety Training Center.

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

2024 Schedule			Class Code
August 23 & August 26	**8:30am** - 4:30pm	Zoom meeting	DDV20
Sept. 20 & Sept. 23	**8:30am** - 4:30pm	Zoom meeting	DDV21
October 18 & October 21	**8:30am** - 4:30pm	Zoom meeting	DDV22

Professional Development

Generational Workplace Harmony

Introduction:

In the workplace, we have multiple generations collaborating every day to meet organizational goals. With a mixture of ages, experiences, and values, team members must identify strategies to work together, learn from each other, and understand the benefits of a diverse team. Being able to embrace differences, and welcome change, each member will understand the impact and infuluence they bring to the entire workforce.

Who should attend:

Every member on your team

What will we cover:

Various generations within the workplace

Strategies to embrace the various generations

Benefits of a multigenerational workplace

2024 Schedule			Class Code
September 17	9:00am - 1:00pm	Zoom Meeting	GWH4
November 13	9:00am - 1:00pm	Zoom Meeting	GWH5

Professional Development

How to Lead Meetings that Engage (NEW)

Introduction:

A meeting where all team members are speaking up, listening to each other, and actively participating can really inspire a team. An engaged meeting builds team spirit, collaborative teamwork, and it builds enthusiasm. It brings more heads together to get the work done and on time.

Disengagement in team meetings, however, drains everyone involved. It lowers moods, makes people feel that their teammates don't care, and makes it less likely that information will be retained or acted on. If your meetings are not engaging, you are wasting the two biggest resources you have – the time and talents of your team.

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:

Getting your team in the right mindset

Planning meetings that build team spirit

Preparing a meeting agenda

Recording meeting minutes

The ingredients of a boring meeting

The challenging attendee

Tips to make your meetings more engaging

2024 Schedule			**Class Code**
November 01	9:00am – 1:00pm	Zoom Meeting	MTE1
December 11	9:00am – 1:00pm	Zoom Meeting	MTE2

Professional Development

Navigating a Hostile Work Environment

Introduction:

In the workplace, "Toxicity" exists and as a result, work teams do not reach their potential. We will identify causes of a toxic environment, and discuss strategies to minimize the counterproductive element.

Who should attend?

All team members are encouraged to attend.

What we will cover:

Causes of a toxic work environment

Strategies to reduce a toxic work environment

2024 Schedule   **Class Code**

| September 26 | 9:00am - 1:00pm | Zoom Meeting | TWE5 |
| December 17 | 9:00am - 1:00pm | Zoom Meeting | TWE6 |

Professional Development

Positive Vibes

Introduction:

We often hear the term "Positive Vibes" thrown around casually, but what does it really mean? Positive vibes represent the energy and emotions we release through our thoughts, words, and actions. They can uplift spirits, create a sense of joy, and foster a more harmonious atmosphere at work and in our daily lives. Positive vibes have a ripple effect – when you send out positive vibes, they have the power to touch the lives of others, setting in motion a chain reaction of positivity. So, if you are ready to learn how to infuse more positivity into your life and the lives of those around you, let's embark on this journey together.

Who should attend?

All Fulton County employees should attend this course.

What we will cover:
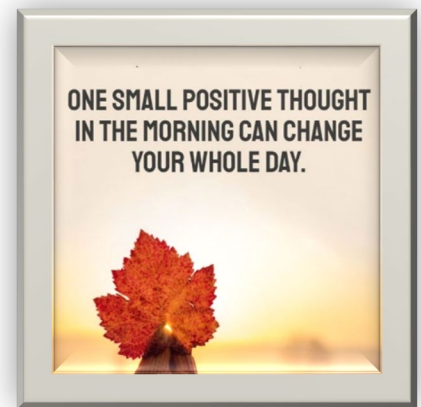
Cultivating a positive mindset

Acts of kindness and generosity

Effective communication

Managing your motions

Benefits of sending positives vibes

2024 Schedule			Class Code
September 09	9:00am - 1:00pm	Zoom Meeting	POSV4
October 08	9:00am - 1:00pm	Zoom Meeting	POSV5
November 14	9:00am - 1:00pm	Zoom Meeting	POSV6

Professional Development

Preparing for Your Next Job Interview

Introduction:

In today's competitive job market, it is important to prepare for a successful job interview. As you prepare for your next job interview, we will examine strategies that will assist with your potential employer. The job interview is an important step on your journey for your first or next job. If you are properly prepared, it's your best chance to show the interview panel or hiring manager that you're the best match for job.

Who should attend?

Fulton County employees who want to enhance their skills with strategies that will improve their confidence and preparation for their next job interview.

What will we cover:

Researching the company

Preparing for the interview

Your interview day

Post interview tips

2024 Schedule			Class Code
November 08	9:00am - 1:00pm	Zoom Meeting	PI37
December 05	9:00am - 1:00pm	Zoom Meeting	PI38

Professional Development

The Career Alchemist: Navigating the Workplace: Career Advancement Strategies **(NEW)**

Introduction:

Unlock the full potential of your team with this dynamic and interactive course on motivational coaching. "Motivate and Elevate" equips leaders and managers with powerful coaching techniques to boost engagement, drive motivation, and elevate team performance to unprecedented levels.

Who should attend?

This course is ideal for professionals at all levels seeking to accelerate their career growth and achieve their professional goals.

What we will cover:

The Alchemist's Mindset: Cultivate a growth-oriented perspective that turns challenges into opportunities

Self-Discovery Elixir: Uncover your unique strengths, values, and passions to align your career path with your authentic self

Networking Nectar: Master the art of building and nurturing professional relationships that propel your career forward

The Communication Crucible: Refine your verbal, written, and non-verbal communication skills to convey ideas with impact

Leadership Fusion: Develop leadership qualities that set you apart, regardless of your current position

The Negotiation Philosopher's Stone: Learn to artfully negotiate salaries, promotions, and workplace conditions

Visibility Vapor: Strategies to increase your professional visibility and showcase your value within your organization

Adaptability Alloy: Cultivate resilience and flexibility to thrive in ever-changing work environments

Innovation Infusion: Techniques for staying relevant and indispensable in a rapidly evolving job market

Work-Life Equilibrium: Balance career ambitions with personal well-being for sustainable success

2024 Schedule			Class Code
September 25	9:00am - 1:00pm	Zoom Meeting	CAS1
October 29	9:00am - 1:00pm	Zoom Meeting	CAS2
November 20	9:00am - 1:00pm	Zoom Meeting	CAS3
December 17	9:00am - 1:00pm	Zoom Meeting	CAS4

Professional Development

The Self-Care Toolkit: Building a Better You (Self-Care & Personal Development) **(NEW)**

Introduction

Discover the power of self-care and personal development in this intentionally crafted course designed to help you build a stronger, more resilient, and fulfilled version of yourself. "The Self-Care Toolkit" provides practical strategies and tools to nurture your well-being, boost productivity, and achieve personal growth.

Who should attend?

All Fulton County employees should attend this course.

What we will cover:

Understanding Self-Care: Explore the multifaceted nature of self-care and its impact on overall well-being

Stress Management Techniques: Learn effective methods to identify, manage, and reduce stress in your daily life

Mindfulness and Meditation: Discover practices to increase present-moment awareness and inner calm

Physical Well-being: Develop sustainable habits for nutrition, exercise, and sleep optimization

Emotional Intelligence: Enhance your ability to recognize, understand, and manage emotions

Time Management and Productivity: Master techniques to balance work, personal life, and self-care activities

Goal Setting and Personal Development: Create a roadmap for continuous growth and self-improvement

Boundaries and Assertiveness: Learn to establish healthy boundaries in personal and professional relationships

Creativity and Passion Projects: Explore ways to incorporate fulfilling activities into your routine

Building Resilience: Develop strategies to bounce back from setbacks and challenges

2024 Schedule			Class Code
August 28	9:00am - 1:00pm	Zoom Meeting	SCT1
September 17	9:00am - 1:00pm	Zoom Meeting	SCT2
October 15	9:00am - 1:00pm	Zoom Meeting	SCT3
November 13	9:00am - 1:00pm	Zoom Meeting	SCT4
December 11	9:00am - 1:00pm	Zoom Meeting	SCT5

Professional Development

The Writer's Block: Enhancing Your Business Writing Skills in the Workplace (NEW)

Introduction

This course focuses on improving professional writing skills essential for success in today's business environment. Participants will learn techniques to overcome writer's block and develop clear, concise, and effective written communication.

Who should attend?

Fulton County employees who will gain confidence in their writing abilities and learn to communicate more efficiently and professionally in various business contexts.

Administration Assistants

Communications Department

Procurement Managers

Grant Writers

Anyone in the county that has to deal with report spending and budgets

What we will cover:

Identifying and overcoming common causes of writer's block

Structuring emails, reports, and presentations for maximum impact

Tailoring writing style to different audiences and purposes

Enhancing clarity and brevity in business documents

Effective proofreading and editing techniques

Writing persuasive proposals and recommendations

Crafting compelling marketing and social media content

2024 Schedule			Class Code
August 21	9:00am - 1:00pm	Zoom Meeting	EWS1
September 10	9:00am - 1:00pm	Zoom Meeting	EWS2
October 02	9:00am - 1:00pm	Zoom Meeting	EWS3
November 06	9:00am - 1:00pm	Zoom Meeting	EWS4
December 04	9:00am - 1:00pm	Zoom Meeting	EWS5

Professional Development

Unconscious Bias (NEW)

Introduction:

This course examines Unconscious Bias in the workplace and the human tendency to form opinions about others in the office without having enough relevant information. Bias can stem from stereotypes, preconceived notions, and past experiences.

Who should attend?

Fulton County Government employees that recognize he/she may favor or disfavor an employee based on their own biases and experiences.

What will we cover:

Examine Unconscious Bias in the Workplace

Explore Different Types of Unconscious Biases

Establish Strategies to Eliminate Unconscious Bias

2024 Schedule			Class Code
September 13	9:00am - 1:00pm	Zoom Meeting	UNB1
November 07	9:00am - 1:00pm	Zoom Meeting	UNB2

Professional Development

Work Smarter Not Harder: Time Management & Productivity (NEW)

Introduction:

Unlock the secrets to effective time management and peak productivity with our comprehensive course, "Work Smarter, Not Harder." This course is designed to equip you with practical strategies, tools, and techniques to optimize your workflow, prioritize tasks, and achieve your goals with greater efficiency and less stress. Whether you're a busy professional, a student, or anyone looking to enhance your productivity, this course will help you make the most of your time and resources.

Who should attend?

All Fulton County employees looking to improve their time management skills, bad habits and productivity. Also, those employees who are interested in maximizing their efficiency and achieving their goals.

What will we cover?

Master Time Management Fundamentals

Prioritize Tasks Effectively

Boost Productivity

Develop Work-Life Balance

Set and Achieve Goals

Enhance Focus and Concentration

2024 Schedule   Class Code

September 17	9:00am - 1:00pm	Zoom Meeting	WSP1
October 15	9:00am - 1:00pm	Zoom Meeting	WSP2
November 19	9:00am - 1:00pm	Zoom Meeting	WSP3
December 17	9:00am - 1:00pm	Zoom Meeting	WSP4

Fulton County Department Training Coordinators

Department	Name	Telephone Number
Arts Council	Okimi Redding	(404) 612-5795
Behavioral Health	Ashley Edwards	(404) 316-4901
Child Attorney	Sophia Stewart	(404) 613-4835
Clerk to the Commission	Lee Murrell	(404) 612-8246
Clerk of Superior Court	Phyllis Jones/Antwan White	(404) 613-4263 / (404) 613-6099
Cooperative Extension	Trina Chaney	(404) 762- 4077
County Attorney	Tanisha Holyfield	(404) 612-0268
County Manager	Ketsia Guerrier	(404) 612-4850
Department of HIV Elimination	Andrea Davis	(404) 612-1325
Department of Senior Service	Karen Belton	(404) 613-0469
District Attorney	Kyra Banks	(470) 637-1383
Diversity & Civil Rights	Maleka Rahman/ Donna Bates	(404) 612-0446 / (404) 612-8585
DREAM	April Pye/Barnette Jones	(404) 612-7028 / (404) 612-0894
Emergency Services- 911	Latisha Mattox	(404) 612-7902
External Affairs	Douglass Bell	(404) 612-1388
Finance	Shirley Brooks	(404) 612-7678
Housing and Community Development	Danyelle Norah /Gwendolyn Hunter	((404) 613-3663 / (404) 612-3647
Human Resources Management	Simeal Moore	(404) 613-0887
Information Technology	Yvonne Hanniford	(404) 613-0656
Inernal Audit	Queena Jenkins	(404) 612-1020
Juvenile Court	Shemeca Kelley/ Nicole Dukes	(404) 613-4631 / (404) 613-4437
Library	Peggie Watson/ Cassandra Turnipseed	404) 730-1976 / (404) 808-3457
Magistrate Court	Phyllis Jones/Antwan White	(404) 613-4263 / (404) 613-6099
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	Tracey Anderson	(404) 612-0731
Public Works	Katreina Thomas /Angelina Crutchfield	(404) 612-6595/ (404) 612-9432
Purchasing	Marylan James	(404) 612-7981
Registration & Elections	Mariska Bodison/ Jessica Robinson	(404) 612-7020/ (404) 612-7027
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	Chiquita Spradley	(404) 612-0598
Tax Assessor	LaGaylir Bennett	(404) 612-3142
Tax Commissioner	Demetria Anthony	(404) 613-0786

NOTES: