

**Human Resources Training Calendar
October November December**

October 2020

Date	Time	Class Name	Instructor	Location	Hours
October 6, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation	Arlyn Galaviz	BOS Auditorium	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
October 7, 2020	8:30 a.m. - 11:00 a.m.	New Hire Benefits Orientation	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
October 7, 2020	11:00 a.m. - 12:00 p.m.	New Hire Orientation: Introduction to FMLA & Workers' Comp (For County Employees Only)	Employee Relations	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This Course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
October 8, 2020	8:00 a.m. - 12:00 p.m.	New Hire Orientation: Defensive Driving	Martin Espinoza	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
October 9, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation: Preventing Workplace Harassment	Arlyn Galaviz	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
October 9, 2020	10:00 a.m. - 11:30 a.m.	Cybersecurity "So What?"	IT Security Division	Online	1.5
October marks National Cyber Security Awareness Month (NCSAM) throughout the nation. NCSAM highlights the importance of cybersecurity in both our work and home lives. This presentation will introduce employees to basic safety tips when using technology and cover several best practices that can be used in both their work and home lives. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/e/cybersecurity-so-what-tickets-123091232189					
October 9, 2020	2:00 p.m. - 3:30 p.m.	Cybersecurity "So What?"	IT Security Division	Online	1.5
October marks National Cyber Security Awareness Month (NCSAM) throughout the nation. NCSAM highlights the importance of cybersecurity in both our work and home lives. This presentation will introduce employees to basic safety tips when using technology and cover several best practices that can be used in both their work and home lives. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/e/cybersecurity-so-what-tickets-123093902175					
October 13, 2020	10:00 a.m. - 11:30 a.m.	Beware Phishing Ahead	IT Security Division	Online	1.5
Have you ever encountered an email, text, or phone call that seemed a little too good to be true? Seemed a little off? This presentation will introduce employees to the world of Phishing, Vishing, Smishing, and their impact to the organization. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/x/beware-phishing-ahead-tickets-123094660443					
October 13, 2020	2:00 p.m. - 3:30 p.m.	Beware Phishing Ahead	IT Security Division	Online	1.5
Have you ever encountered an email, text, or phone call that seemed a little too good to be true? Seemed a little off? This presentation will introduce employees to the world of Phishing, Vishing, Smishing, and their impact to the organization. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/e/beware-phishing-ahead-tickets-123095216105					
October 13, 2020	9:00 a.m. - 11:00 a.m.	Prequel Workplace Harassment for Supervisors	Jessica Rodriguez	BOS Auditorium	2
This class covers harassment based on Title VII Civil Rights Law. This class also covers the supervisor's responsibilities as it relates to harassment, including prevention, responding to a complaint, investigating or participating in the investigation and follow-up.					
https://www.eventbrite.com/e/workplace-harassment-for-supervisors-tickets-123218037467					
October 13, 2020	1:00 p.m. - 5:00 p.m.	Real Colors: Unlocking Temperament Differences <i>(This course must be taken 1st before other Real Colors Workshops)</i>	Arlyn Galaviz	BOS Auditorium	4
During the course of this workshop, we are going to explore the aspect of color (temperament). This workshop provides users with an effective tool for understanding human behavior, for uncovering motivators specific to each temperament and for improving communication skills.					
https://www.eventbrite.com/e/real-colors-unlocking-temperament-differences-tickets-123095673473					

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October 14, 2020	1:00 p.m. - 3:30 p.m.	Prequel Criticism & Discipline for Supervisors (Part 1)	Felicia Frausto	BOS Auditorium	2.5
Learn to identify what causes employees to fall into the trouble zone, and develop an approach to deal with employees that result in more consistent, positive outcomes.					
https://www.eventbrite.com/e/criticism-discipline-for-supervisors-part-1-tickets-123100148859					
October 21, 2020	10:00 a.m. - 11:30 a.m.	Social Engineering...."Who am I?"	IT Security Division	Online	1.5
Today's world seems to be powered by social media in one way or another. While it's a convenient way of keeping in touch with friends, family, coworkers, and some may say the world. What price are you paying for these "free" services? Is your data truly your data? Who can see it? Join us for a top level presentation of how data out on the web can be used to target you. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/e/social-engineeringwho-am-i-tickets-123102582137					
October 21, 2020	2:00 p.m. - 3:30 p.m.	Social Engineering...."Who am I?"	IT Security Division	Online	1.5
Today's world seems to be powered by social media in one way or another. While it's a convenient way of keeping in touch with friends, family, coworkers, and some may say the world. What price are you paying for these "free" services? Is your data truly your data? Who can see it? Join us for a top level presentation of how data out on the web can be used to target you. If you attend all three (3) NCSAM 2020 sessions you'll be entered to receive a unique item that celebrates NCSAM.					
https://www.eventbrite.com/e/social-engineeringwho-am-i-tickets-123103117739					
October 23, 2020	10:00 a.m. - 11:00 a.m.	Virtual Training Etiquette	Arlyn Galaviz	Online	1
This training will be an interactive online, instructor-led training class that will cover online participation etiquette and best practices.					
https://www.eventbrite.com/e/virtual-training-etiquette-tickets-123105478801					
October 27, 2020	8:30 a.m. - 2:30 p.m.	Body Language	Rudy Acosta	Main Library Room A	6
Learn the 5 "C's" of body language, learn how other's interpret your body language and how you can control what your body is saying to others and train on how to interpret the body language of others.					
https://www.eventbrite.com/e/body-language-tickets-123105916109					
October 28, 2020	2:00 p.m. - 3:00 p.m.	Virtual Training Etiquette	Arlyn Galaviz	Online	1
This training will be an interactive online, instructor-led training class that will cover online participation etiquette and best practices.					
https://www.eventbrite.com/e/virtual-training-etiquette-tickets-123106377489					

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November 2020

Date	Time	Class Name	Instructor	Location	Hours
November 3, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation	Arlyn Galaviz	BOS Auditorium	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
November 4, 2020	8:30 a.m. 10:00 a.m.	New Hire Benefits Orientation	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
November 4, 2020	10:00 a.m. - 11:00 a.m.	New Hire Orientation: Introduction to FMLA & Workers' Comp (For County Employees Only)	Employee Relations	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This Course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
November 4, 2020	11:00 a.m. - 12:00 p.m.	New Hire Orientation: Cyber Security Division & Safety	IT Security Division	BOS Auditorium	1
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
November 4, 2020	1:00 p.m. - 3:30 p.m.	Prequel Criticism & Discipline for Supervisors (Part 2)	Felicia Frausto	BOS Auditorium	2.5
Learn to identify what causes employees to fall into the trouble zone, and develop an approach to deal with employees that result in more consistent, positive outcomes.					
https://www.eventbrite.com/e/criticism-discipline-for-supervisors-part-2-tickets-123108642263					
November 5, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation: Preventing Workplace Harassment	Arlyn Galaviz	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
November 6, 2020	8:00 a.m. - 12:00 p.m.	New Hire Orientation: Defensive Driving	Martin Espinoza	BOS Auditorium	4
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
November 10, 2020	10:00 a.m. - 11:00 a.m.	Virtual Training Etiquette	Arlyn Galaviz	Online	1
This training will be an interactive online, instructor-led training class that will cover online participation etiquette and best practices.					
https://www.eventbrite.com/e/virtual-training-etiquette-tickets-123108752593					
November 17, 2020	3:00 p.m. - 5:00 p.m.	9 Deadliest Sins of Communication (1)	Arlyn Galaviz	Main Library Room A	2
You can trace almost every workplace failure or faux pas to inadequate communication skills. However, most foul-ups could be averted if people only knew how to avoid The 9 Deadliest Sins of Communication. Learn to prevent breakdowns that can strain relationships, hinder teamwork and bring productivity to a standstill.					
https://www.eventbrite.com/e/9-deadliest-sins-of-communication-part-1-tickets-123108915079					
November 18, 2020	1:00 p.m. - 3:00 p.m.	Prequel Employment Foundation: Standards of Conduct and Discipline	Jessica Rodriguez	BOS Auditorium	2
This class will uncover the foundation of County Employment - the Standards of Conduct. We will explore what they mean and how they are applied. We will also touch on disciplinary action taken when standards are violated.					
https://www.eventbrite.com/e/employment-foundation-standards-of-conduct-and-discipline-tickets-123109765623					
November 19, 2020	3:00 p.m. - 5:00 p.m.	9 Deadliest Sins of Communication (2)	Arlyn Galaviz	Main Library Room A	2
You can trace almost every workplace failure or faux pas to inadequate communication skills. However, most foul-ups could be averted if people only knew how to avoid The 9 Deadliest Sins of Communication. Learn to prevent breakdowns that can strain relationships, hinder teamwork and bring productivity to a standstill.					
https://www.eventbrite.com/e/9-deadliest-sins-of-communication-part-2-tickets-123110341345					

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December 2020

Date	Time	Class Name	Instructor	Location	Hours
December 1, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation	Arlyn Galaviz	BOS Auditorium	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
December 2, 2020	8:30 a.m. - 10:00 a.m.	New Hire Benefits Orientation	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
December 2, 2020	10:00 a.m. - 11:00 a.m.	New Hire Orientation: Introduction to FMLA & Workers' Comp (For County Employees Only)	Employee Relations	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This Course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
December 2, 2020	11:00 a.m. - 12:00 p.m.	New Hire Orientation: Cyber Security Division & Safety	IT Security Division	BOS Auditorium	1
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
December 2, 2020	1:00 p.m. - 3:30 p.m.	Prequel Recruitment, Interviewing, and the Selection Process for Supervisors	Felicia Frausto & Jessica Arciniega	BOS Auditorium	2.5
From having a vacant position to onboarding your new employee, this class will provide a comprehensive review of the County's recruitment, interviewing, and selection process. This course is highly recommended for employees of all levels who are involved with the recruitment process.					
https://www.eventbrite.com/e/recruitment-interviewing-the-selection-process-tickets-123110638233					
December 3, 2020	9:00 a.m. - 12:00 p.m.	New Hire Orientation: Preventing Workplace Harassment	Arlyn Galaviz	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
December 4, 2020	8:00 a.m. - 12:00 p.m.	New Hire Orientation: Defensive Driving	Martin Espinoza	BOS Auditorium	4
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
December 8, 2020	11:00 a.m. - 12:00 p.m.	Virtual Training Etiquette	Arlyn Galaviz	Online	1
This training will be an interactive online, instructor-led training class that will cover online participation etiquette and best practices.					
https://www.eventbrite.com/e/virtual-training-etiquette-tickets-123110850869					
December 9, 2020	1:00 p.m. - 3:30 p.m.	Prequel Effective Performance Evaluations: For New Managers & Supervisors (Performance Eval. Training I)	Felicia Frausto	BOS Auditorium	4
Learn the appropriate methods of administering performance evaluations to your staff – the communication between you and the employee, the legal “no-no’s” and some hands-on performance standard development. This class is for those employees who have become supervisors/lead workers over the last twelve months, and for those who would like to refresh their evaluation knowledge.					
https://www.eventbrite.com/e/effective-performance-evaluations-for-new-managers-supervisors-tickets-123111215961					
December 15, 2020	3:00 p.m. - 5:00 p.m.	New Millennials in the Workplace	Arlyn Galaviz	Online	2
In this training we will discuss common myths about millennial behavior, communication styles, and attempt to dispel the common misconceptions of this progressive generation in the workplace.					
https://www.eventbrite.com/e/millennials-in-the-workplace-tickets-123111701413					
December 17, 2020	1:00 p.m. - 5:00 p.m.	Yuma County: A Company of Leaders	Arlyn Galaviz	Main Library Room A	4
Based on Gretchen M. Spreitzer and Robert Quinn's book A Company of Leaders, this training will discuss the five disciplines for unleashing the power in your organization and stimulate the development of leadership in each employee.					
https://www.eventbrite.com/e/yuma-county-a-company-of-leaders-tickets-123112024379					