

# LearningOpportunity

January 2017

Pinellas County  
Human Resources  
*Helping U Succeed*  
[www.pinellascounty.org/hr/training](http://www.pinellascounty.org/hr/training)

## Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 2 Holiday	3	4	5	6
9 8:30am Setting Sail - New Employee Orientation Day 1 (Annex 429)	10 8:30am Excel Core Essentials - Training Rm - Annex HR - 138 8:30am The Happiness Advantage (Sheriff's Office)	11	12	13
16 Holiday	17 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	18 8:30am Freestyle Cruising - New Employee Orientation Day 3 (Extension)	19 8:30am Time Management (Studio B) 9:00am Records Management 1.0 (Annex 138)	20
23 8:30am Setting Sail - New Employee Orientation Day 1 (Annex 429)	24 8:00am Getting Ready for Retirement (ERB) 8:30am Supervisory & Management Competencies Series 1 of 9 (Studio B)	25 8:30am Outlook Core Essentials - Training Rm - Annex HR - 138 12:30pm A Kick in the Attitude (Sheriff's Office) 1:00pm Give 'Em the Pickle (Studio B)	26 8:30am Excel Core Essentials - Training Rm - Annex HR - 138 8:30am True Colors (Annex 429) 9:00am Project Management (Studio B)	27
30	31 8:30am Supervisory & Management Competencies Series 2 of 9 (Studio B)	Feb 1	2	3

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org).

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February 2017

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30	31	Feb 1 9:00am Budget 101 (Studio B)	2 8:30am Excel Core Essentials - Training Rm – Annex HR – 138	3
6	7 8:30am Supervisory & Management Competencies Series 3 of 9 (Studio B)	8 8:30am Word Core Essentials - Training Rm – Annex HR – 138	9 8:30am Myers Briggs Type Indicator (Studio B) 8:30am Outlook Core Essentials - Training Rm – Annex HR – 138	10
13 8:30am Setting Sail (Annex 429)	14 8:30am Excel Core Essentials - Training Rm – Annex HR – 138 9:00am Supervisory & Management Competencies Series 4 of 9 (Studio B)	15 8:30am The Changing Environment & Future Trends in Leadership Development (Studio B) 8:30am Word Core Essentials - Training Rm – Annex HR – 138	16 9:00am Records Management 2.0 (Swisher 211) 1:00pm Emotional Intelligence (Studio B)	17
20 In-Service Day	21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	22 8:30am Power of Future Conversations (Studio B) 12:30pm Who Put A Lizard in My Lasagna (Sheriff's Office)	23 8:30am Leading with Persuasion (Studio B)	24
27 8:30am Setting Sail (Annex 429)	28 8:30am Supervisory & Management Competencies Series 5 of 9 (Studio B)	Mar 1	2	3

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# Learning Opportunity

March 2017

Pinellas County  
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## Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 27	28	Mar 1 8:00am Getting Ready for Retirement (CJC 2nd floor) 8:30am What To Do When Conflict Happens (Studio B) 3:00pm Office Recycling & Records Mgt: What You Need To Know	2	3
6	7 8:30am Supervisory & Management Competencies Series 6 of 9 (Studio B) 8:30am Dealing with Difficult People (Utilities 4th floor)	8 8:30am Excel Core Essentials - Training Rm – Annex HR – 138 8:30am Career Development Forum 1 of 5 (Studio B)	9 8:30am Problem Solving / Decision Making (Swisher 211)	10
13 8:30am Setting Sail - New Employee Orientation (Annex 429)	14 8:30am Supervisory & Management Competencies Series 7 of 9 (Studio B) 8:30am Word Core Essentials - Training Rm – Annex HR – 138	15 8:30am Accountability That Works (Studio B) 8:30am Outlook Core Essentials - Training Rm – Annex HR – 138	16 8:30am Managing Electronic Records (Swisher 211)	17
20 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	21 8:30am Supervisory & Management Competencies Series 8 of 9 (Studio B)	22 8:30am Five Questions Every Leader Must Ask (Studio B) 12:30pm When Change Happens, Adjust Your Sail (Sheriff's Office)	23 8:30am Communicate This! (Sheriff's Office)	24
27 8:30am Setting Sail - New Employee Orientation (Annex 429)	28 8:30am Supervisory & Management Competencies Series 9 of 9 (Studio B)	29 8:30am Intro to Supervision for Non-Supervisors (Studio B)	30 8:30am Keeping Up With the Multigenerational Workplace (Studio B)	31

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