



Training Calendar

May 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Emotional Intelligence <i>(WLV Hskpg) 10a—12p</i>	2 Wynn Welcome 12:30p—8:30p Ariba 2p—3:30p	3 Bloodborne 9a—9:30a Wynn Welcome 9:30a—5:30p Communication/SMART Goals 2p—5p	4 Alcohol Awareness 8a—9a	5 Performance Mgmt (Ent Ops) 1:30p—3:30p	6
7	8 Situational Leadership 9a—12p	9 Wynn Welcome 12:30p—8:30p	10 Bloodborne 9a—9:30a Wynn Welcome 9:30a—5:30p Performance Mgmt (Warehouse) 12p—2p Ariba 10a—11a & 3p—4p	11 Wynn Leader Orientation 8:30a—11:45a Performance Mgmt (Poker) 9a—11a ID Training 2p—3:30p Conflict Resolution 4:30p—7:30p	12 Performance Mgmt (Poker) 3p—5p	13
14 MOTHER'S DAY	15 Performance Mgmt (IT) 9a—11a	16 Intro to Public Speaking 10a—12p Wynn Welcome 12:30p—8:30p Performance Mgmt (Engineering) 1p—3p	17 Bloodborne 9a—9:30a Wynn Welcome 9:30a—5:30p Train the Trainer 3p—5p	18 Performance Mgmt (ER) 10a—12p Wynn Welcome #2 12:30p—8:30p Alcohol Awareness 5p—6p	19 Bloodborne 9a—9:30a Wynn Welcome #2 9:30a—5:30p	20
21	22 Performance Mgmt (Retail) 2:30p—4p True Colors Workshop 3:30p—6:30p	23 Wynn Welcome 12:30p—8:30p Ariba 2p—3:30p Performance Mgmt (F&B Cashiers) 4p—6p	24 Bloodborne 9a—9:30a Wynn Welcome 9:30a—5:30p Emotional Intelligence <i>(WLV Hskpg) 10a—12p</i> Ariba 2p—3:30p Performance Mgmt (Warehouse) 2p—4p	25 Wynn Leader Orientation 8:30a—11:45a ID Training 2p—3:30p	26 Public Speaking Workshop 8:30a—11:30a	27
28	29 MEMORIAL DAY	30 Wynn Welcome 12:30p—8:30p	31 Bloodborne 9a—9:30a Wynn Welcome 9:30a—5:30p			

TRAINING COURSE DESCRIPTIONS & MAY 2017 CALENDAR

COURSE NAME	COURSE DESCRIPTION	WHO SHOULD ATTEND	DATE (\$) AVAILABLE	CLASS TIME	LOCATION
WYNN WELCOME (DAY 1)	New Hire Orientation Day 1 includes: special welcome presentations from our executives, a history of Mr. Wynn, Core Values, Promises, Forbes Overview, Life Safety Training, sensitivity training, a self-guided Property Tour of Encore & special visit to see Le Reve – The Dream.	All new employees	05/02/17 Tue 05/04/17 Thu 05/09/17 Tue 05/16/17 Tue 05/18/17 Thu 05/23/17 Tue 05/30/17 Tue	12:30p – 8:30p 12:30p – 8:30p 12:30p – 8:30p 12:30p – 8:30p 12:30p – 8:30p 12:30p – 8:30p 12:30p – 8:30p	ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1
WYNN WELCOME (DAY 2)	New Hire Orientation Day 2 includes: special welcome presentations from our executives, product knowledge training, an Encore room tour, policies & procedures, Wynn Property Tour, an overview of employee recognition programs & Storytelling.	All new employees	05/03/17 Wed 05/05/17 Fri 05/10/17 Wed 05/17/17 Wed 05/19/17 Fri 05/24/17 Wed 05/31/17 Wed	9:30a – 5:30p 9:30a – 5:30p 9:30a – 5:30p 9:30a – 5:30p 9:30a – 5:30p 9:30a – 5:30p 9:30a – 5:30p	ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1 ELV Training Rm #1
WYNN LEADERSHIP ORIENTATION / SYSTEMS TRAINING	This class is for new managers or newly promoted managers. This course is an orientation covering resources at Wynn such as the Wire, Manager Workbench, WE Print, Creative Graphics, Web Services, setting up Outlook, BASIC Attendance and Kronos. <small>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Wynn Leader Orientation & Systems Training - Managers and Above\2017\Wynn Leader Orientation 2017.xlsx</small>	All new or newly promoted managers	05/11/17 Thu 05/25/17 Thu	8:30a – 11:45a 8:30a – 11:45a	ELV Training Rm #2 ELV Training Rm #2
ID TRAINING	This class is for all employees who are normally required to check guest identification in the front of house areas. The class covers what IDs are acceptable or not, how to check an ID, what the tell-tale signs of a fraudulent ID are and the guest service surrounding this delicate process. <small>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\ID Training\ID Training 2017.xlsx</small>	Front of House Employees New employees and Current employees <small>Most front of house employees in the Food & Beverage Division, Casino Division and Hotel Division are required to attend. Please see your immediate supervisor/manager for guidance on if you are required to take this course.</small>	05/11/17 Thu 05/25/17 Thu	2p – 3:30p 2p – 3:30p	ELV Training Rm #1 ELV Training Rm #1

INTRO TO LEADERSHIP	<p>This introductory course will help new or newly promoted managers to evaluate supervisory strengths and weaknesses, realize the changing role between a line level employee and manager, know the difference between a leader & a manager, identify the traits of a great leader and how to deal with ethical dilemmas.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Intro to Leadership - Managers and Above\Intro to Leadership - 2017.xlsx</p>	All new or newly promoted managers	NEXT CLASS: 06/23/17 Fri	NEXT CLASS: 8:30a – 11:30a	NEXT CLASS: ELV Training Rm #4
COMMUNICATION & SMART GOALS	<p>As part of our Leadership Development Series, this class will serve as a basics of Communication and setting realistic goals for your team on a daily basis. Based on Stephen Covey's "The 7 Habits of Highly Effective People," this class continues to focus our leaders on active listening skills, using honesty & integrity when making decisions, how to overcome common pitfalls of communication and positive role-modeling through fun activities and interactive team discussion.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Communication & SMART Goals - Managers and Above\Communication & SMART Goals - 2017.xlsx</p>	All new or newly promoted managers	05/03/17 Wed	2p – 5p	ELV Training Rm #4
TRUE COLORS WORKSHOP	<p>As part of our Leadership Development Series, True Colors (based on the DISC personality profile) is a fun way to look at personalities and how we all have different points of views. Not only do the participants get to learn about themselves, they also have an opportunity learn how to interact with their team members who may have different perspectives. The class uses a simple and fun method to help address building a team as well as how to discipline and assign projects to team members using the insight gained in class.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\True Colors - Managers and Above\True Colors - 2017.xlsx</p>	All new or newly promoted managers	05/22/17 Mon	3:30p – 6:30pp	ELV Training Rm #4
TEAM BUILDING	<p>As part of our Leadership Development Series, Team Building focuses on understanding what makes your team members tick, what is important to them and how to support them in a positive way. Communication is a key focus and reflected on during many fun and exciting classroom activities. Participants are not in their seats most of the time during this class!</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Team Building - Managers and Above\Team Building - 2017.xlsx</p>	All new or newly promoted managers	NEXT CLASS: 06/05/17 Mon	NEXT CLASS: 10a – 12p	NEXT CLASS: ELV Training Rm #4

SITUATIONAL LEADERSHIP	<p>This new class, Situational Leadership based on Ken Blanchard's tried and true teachings delves into the adaptability of our leaders. Participants will have an opportunity to participate in group activities designed to help you identify the right behaviors related to tasks and the levels of follower maturity.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Situational Leadership - Managers and Above\Situational Leadership - 2017.xlsx</p>	All new or newly promoted managers	05/08/17 Mon	9a – 12p	ELV Training Rm #4
INTRO TO PUBLIC SPEAKING	<p>As part of our Leadership Development Series, Team Building focuses on understanding what makes your team members tick, what is important to them and how to support them in a positive way. Communication is a key focus and reflected on during many fun and exciting classroom activities. Participants are not in their seats most of the time during this class!</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Intro to Public Speaking - Managers and Above\Intro to Public Speaking - 2017.xlsx</p>	All new or newly promoted managers	05/16/17 Tue	10a – 12p	ELV Training Rm #4
EMOTIONAL INTELLIGENCE	<p>In this class we combine the topics of emotional intelligence and how it helps with conflict resolution. Did you know that emotional intelligence counts twice as much as IQ and technical skills combined in being an exceptional leader? Participants will get to assess their own emotional intelligence via quizzes and activities in class, learn how to perform better under pressure, how to initiate conversations that initiate trust and create accountability in relationships.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Emotional Intelligence - Managers and Above\Emotional Intelligence 2017.xlsx</p>	All new or newly promoted managers	<p>WLV HSKPG: 05/01/17 Mon 05/24/17 Wed</p> <p>NEXT CLASS: 06/20/17 Tue</p>	<p>WLV HSKPG: 10a – 12p 10a – 12p</p> <p>NEXT CLASS: 10a – 12p</p>	<p>WLV HSKPG: WLV Hskpg Training Rm WLV Hskpg Training Rm</p> <p>NEXT CLASS: ELV Training Rm #4</p>

CONFLICT RESOLUTION	<p>As the newest offering in our Leadership Development Series, we focus on understanding the onus of resolving conflict lies with you, not the other person. Current and new leaders will how to focus on changing their own actions and words to create a solution-oriented atmosphere with their team and when working with other colleagues around the organization. We will focus on the purpose of conflict, ways to alter your actions to influence positive outcomes, defining a difficult person and how to work with that person, how to use honesty, integrity and agreement to your advantage and how to turn arguments into discussions, defusing blame, active listening and responding and understanding the roles people play, how to best deal with strong feelings, how to deliver bad news while focusing on solutions instead of challenges and finally how to create a win-win environment.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Conflict Resolution - Managers and Above\Conflict Resolution 2017.xlsx</p>	All new or newly promoted managers	05/11/17 Thu	4:30p – 7:30p	ELV Training Rm #4
PUBLIC SPEAKING WORKSHOP <i>(Must attend Intro to Public Speaking 1st)</i>	<p>This class is Part 2 of “Intro to Public Speaking” from the Leadership Development Series. This is a hands on Public Speaking class where participants will have an opportunity to practice improvisation, speaking in front of others with both prepared and impromptu activities. Be prepared to have fun in a fun and positive learning environment!</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Public Speaking Workshop - Managers and Above\Public Speaking Workshop - 2017.xlsx</p>	All new or newly promoted managers	05/26/17 Fri	8:30a – 11:30a	ELV Training Rm #4
PERFORMANCE MANAGEMENT	<p>As part of our Leadership Development Series, the Employee Relations team facilitates current and new leaders on the correct way to provide feedback to employees, the introductory period of employment, how to write a discipline, the correct steps to create an SPI and assist with the correct way to follow the disciplinary steps at Wynn Las Vegas. Classes are booked via division and/or department as they are each customized according to the participants in class.</p> <p>To sign up for a class, use this HYPERLINK. Be sure to press SAVE after you have entered your sign-up information: S:\Public\BASIC\Emotional Intelligence - Managers and Above\Emotional Intelligence 2017.xlsx</p>	All current, new or newly promoted managers	05/18/17 Thu	9a – 12p	ELV Training Rm #4

COMPLIANCE TRAINING	<p>This course is required for all employees as a refresher course on Harassment, Discrimination, Retaliation, & Responsible Gaming every 18 months.</p> <p>Use this link to sign up your team for class: S:\Public\BASIC\Compliance\Compliance Training 2017\Compliance Training make up sessions 2017.xlsx</p>	Mandatory for all employees (due annually)	SUMMER 2017	SUMMER 2017	SUMMER 2017
ANTI-PHISHING & EMAIL DATA SECURITY TRAINING	<p>This course is required for all employees who have a work email at Wynn Las Vegas, Wynn Design & Development and Wynn Resorts</p> <p>Use this link to sign up your team for class: S:\Public\BASIC\Anti-Phishing Training\2017\Anti-Phishing Training 2017.xlsx</p> <p>** = Class being held offsite at Pilot Road or Martin Warehouse as noted.</p>	Mandatory for all employees with a work email address	SUMMER 2017	SUMMER 2017	SUMMER 2017
ALCOHOL AWARENESS	<p>This course is offered to anyone who needs to renew their Alcohol Awareness card. The training course may be completed online at http://www.AEScard.com. Upon completion of the course participants may pick up their renewal card from AES on the dates and times scheduled. The cost is \$20.</p> <p>For more information, please call AES representative Kevin Johnson at 702-210-9087 or go online to http://www.AEScard.com.</p> <p>Use this link to sign up for a class: S:\Public\BASIC\Alcohol Awareness Class\Alcohol Awareness Training 2017.xlsx</p>	Employees who require a new/renewed Alcohol Awareness card	05/04/17 Thu 05/18/17 Thu	8a – 9a 5p – 6p	ELV Training Rm #2 WLV Training Rm #2
ESL	<p>The English as a Second Language Class is the first in a Pilot Series. The first class is specifically for Wynn Housekeeping. We are looking at possibly scheduling a session for ESL which will be offered property-wide for multiple departments.</p> <p>For more information and inquiries, contact Michele Stevenson (HR Assistant Director - Training) at 770-2640 or via email michele.stevenson@wynnlasvegas.com.</p>	Employees who have English as a Second language and would like to develop their speaking, reading and writing skills.	<u>STEWADING</u> 04/11/17 – 06/29/17	<u>Classes meet weekly:</u> <u>STEWADING</u> 7a – 8a T/W/Th	<u>Classes meet weekly:</u> <u>STEWADING</u> Encore Training Rm #4

CITIZENSHIP	<p>This course gives an overview of the naturalization process and provides the necessary information/knowledge to obtain U.S. citizenship. It will prepare you for the naturalization interview, teach you how to fill out the naturalization form, and learn the civics and history of the US.</p> <p>Contact Community Relations & Government Affairs for more information on how to sign up for classes. Call/email Mark Salisbury (x7639 or mark.salisbury@wynnlasvegas.com)</p>	<p>All employees who are interested in becoming a U.S. citizens</p>	<p><u>CLASS 1</u> 04/14/17 – 06/30/17</p> <p><u>CLASS 2</u> 04/14/17 – 06/30/17</p>	<p><u>CLASS 1</u> 7a – 9a Fri</p> <p><u>CLASS 2</u> 9a – 11a Fri</p>	<p><u>CLASS 1</u> WLV Training Rm #2</p> <p><u>CLASS 2</u> WLV Training Rm #2</p>
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EDUCATIONAL REIMBURSEMENT PROGRAMS

TUITION REIMBURSEMENT	<p>Wynn Encore's educational philosophy supports the Company's principle that staff members are fully trained for success. Financial assistance is available to employees that want to earn a college degree.</p> <p>To be eligible for this program, an employee must:</p> <ul style="list-style-type: none"> • Have complete twelve (12) months of continuous service • Have no active written notifications in his/her employee file <p>To register for reimbursement, go online to the Wire and fill out a Tuitions Reimbursement form (located under Staff Tools > Employee Forms and Documents). Contact Patti Jo Malic (Executive Assistant to Troy Mitchum, HR Vice President) at x2604 for more information or stop by during regular business hours Mon-Fri 8a – 5p at Wynn.</p>
SEMINAR REIMBURSEMENT	<p>Wynn Encore's educational philosophy supports the Company's principle that staff members are fully trained for success. Financial assistance is available to employees that want to further their education via short seminars that are applicable to their current position.</p> <ul style="list-style-type: none"> • Have completed six (6) months of continuous service • Have no active written notifications in his/her employee file. • Obtain approval from department management, as it is the department's responsibility to pay for the seminars and associated costs • Take a course directly related to his/her job and/or to prepare staff for greater responsibility within Wynn Encore <p>Prior to taking the class, you must submit the request for seminar reimbursement to your department head for approval no less than two (2) weeks prior to the beginning of the seminar, workshop, or course.</p> <p>Upon approval, the reimbursement will include the cost of course and associated materials.</p> <p>Upon Completion of the course:</p> <ol style="list-style-type: none"> 1. Re-submit your original approved application with the receipts for the cost of the course and associated material to your department head. 2. Documents must be submitted within thirty (30) days of course completion. <p>For a seminar reimbursement form and more information, go online to the Wire (located under Wynn Training Center > Seminar Assistance Policy)</p>
GED REIMBURSEMENT	<p>Wynn Encore's educational philosophy supports the goal that employees are fully trained for success. Financial assistance (up to an amount of \$60) is available to employees who want to obtain their General Educational Development (GED).</p> <p>To be eligibility for this program, an employee must:</p> <ul style="list-style-type: none"> • Be regular, full-time, or steady extra with at least six (6) months of continuous service • Cannot have any active written discipline in their personnel file • Obtain all approvals from their department manager and the Training department two (2) weeks prior to the GED examination date • Submit his/her request for reimbursement within thirty (30) days of examination completion • Be employed at the completion of the class and maintain service of employment with "Wynn" for a minimum of twelve (12) months after completion of the course(s). Employees that voluntarily resign their employment prior to the completion of the twelve (12) month period will be required to reimburse "Wynn" for all monies attributed to educational reimbursements paid out to the employee by "Wynn".