

# Learning Opportunity

May 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
May 1 Education Fair - Time TBD (Annex 429)	2	3 8:30am Change Is Not An Event, It's A Process (Studio B)	4	5
8	9 8:30am Dept Fixed Assets Processing (Util CAD Training Room) 8:30am Supervisory & Management Competencies Series 2 of 9 (Studio B)	10 1:00pm Emotional Intelligence (Studio B)	11 9:30am Self Service Time Entry (Annex 138) 1:00pm Self Service Time Entry - Managers (Annex 138)	12
15 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	16 8:30am Supervisory & Management Competencies Series 3 of 9 (Studio B) 1:00pm iExpense Travel Training (Util CAD Training Room)	17 8:30am Meeting Management: The Art of Making Meetings Work (Studio B) 1:00pm iExpense P-Card Training (Util CAD Training Room)	18 8:00am Getting Ready for Retirement (EpiCenter 1-451) 9:00am Project Management (Studio B) 2:00pm Records Management 2.0 (Swisher 211)	19
22 8:30am Setting Sail - New Employee Orientation (Annex 429)	23 8:30am Word Core Essentials - Training Rm - Annex HR - 138 9:00am Supervisory & Management Competencies Series 4 of 9 (Studio B)	24 8:30am Effective Leadership (Studio B)	25 8:30am Excel Core Essentials - Training Rm - Annex HR - 138	26
29 Holiday	30	31	Jun 1	2

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).

# Learning Opportunity

June 2017

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29	30	31	Jun 1 8:30am Effective Listening (Studio B)	2
5	6 8:30am Supervisory & Management Competencies Series 5 of 9 (Studio b)	7 1:00pm Budget 101 (Studio B)	8 8:30am Problem Solving / Decision Making (Swisher 211)	9
12 8:30am Setting Sail - New Employee Orientation (Annex 429)	13 8:30am Supervisory & Management Competencies Series 6 of 9 (Studio B)	14 8:30am Outlook Core Essentials - Training Rm - Annex HR - 138 8:30am Career Development Forum 3 of 5 (Studio B)	15 8:30am Excel Core Essentials - Training Rm - Annex HR - 138 8:30am Managing Electronic Records (Annex 429)	16
19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	20 8:30am Supervisory & Management Competencies Series 7 of 9 (Studio B) 8:30am Word Core Essentials - Training Rm - Annex HR - 138	21 9:30am Self Service Time Entry (Annex 138) 1:00pm iExpense P-Card Training (Util CAD Training Room) 1:00pm Self Service Time Entry - Managers (Annex 138)	22 8:30am Team Building (Studio B) 8:30am Communicate This! (Sheriff's Office)	23
26 8:30am Setting Sail - New Employee Orientation (Annex 429)	27 8:30am Supervisory & Management Competencies Series 8 of 9 (Studio B)	28 8:30am Myers Briggs Type Indicator (Studio B)	29 8:30am Excel Core Advanced - Training Rm - Annex HR - 138	30

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# Learning Opportunity

July 2017

Pinellas County  
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jul 3	4 Holiday	5	6	7
10 8:30am Setting Sail - New Employee Orientation (Annex 429)	11 8:00am Getting Ready for Retirement (Utilities 4th floor) 8:30am Supervisory & Management Competencies Series 9 of 9 8:30am Dealing with Difficult People 8:30am Annual Physical Inventory	12 8:30am Intro to Supervision for Non-Supervisor (Studio B)	13 8:30am Time Management (Studio B)	14
17 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	18 8:30am The Changing Environment & Future Trends in Leadership Development (Studio B)	19 8:30am What To Do When Conflict Happens (Studio B) 1:00pm iExpense P-Card Training (Util CAD Training Room)	20 1:00pm Give 'Em The Pickle (Studio B)	21
24 8:30am Setting Sail - New Employee Orientation (Annex 429)	25 8:30am Customer Responsiveness (Studio B)	26 8:30am Freestyle Cruising (Magnolia Room)	27	28
31	Aug 1	2	3	4

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