



BULLETIN OF COURSES

Department of Employee Relations
Training & Development Services Section



TABLE OF CONTENTS:

Training Information Coordinators List ----- 2
Upcoming Programs for Healthy Rewards Points ----- 3
About the Employee Assistance Program (EAP) ----- 5
Employee Assistance Program (EAP) Lunch & Learn ----- 6
How to Comply with Wisconsin’s Public Records Law -----10
Retirement Planning Seminar -----11
CPR-AED Training -----12
Heartsaver First Aid Training -----12
Coaching Conversations Labs-----13
Free Online Courses offered via Milwaukee Public Library-----14
Free Computer Classes for City Residents held at Milwaukee Public Libraries -----14
E-Notify for In-House Training Opportunities -----15
E-Notify for Transfer/Promotional Opportunities -----15
E-Notify for Open Job Announcements -----15
View Your In-House Training History in Self-Service -----15
Print Your In-House Training History in Self-Service -----15
Coaching Services-----16

COURSE REGISTRATION PROCEDURE

The courses listed in this Bulletin are only for current City of Milwaukee employees and are not open to MPS employees or the public.

1. **ADVANCE REGISTRATION IS REQUIRED FOR ALL COURSES unless otherwise stated, as soon as possible**, but no later than 4 businesses day **prior** to the course date. ***If enrollment is low, course may be canceled and your enrollment may have made the difference!***
2. Obtain your Supervisor’s approval to attend. ***This does not mean you are confirmed.***
3. You or your Supervisor **must** provide your department’s **Training Information Coordinator** (see page 2) with the following information:
 - Your Name
 - Course Number
 - Your 6-digit PeopleSoft employee ID number
4. **Do not** contact *Training & Development Services* to register yourself or others. *Training & Development Services* will only accept registrations from the Training Information Coordinator (page 2). Supervisors must **also** register themselves and others through the Training Information Coordinator.
5. All registrants will receive an e-mail confirmation directly from *Training & Development Services (Judy Kammermann)* **once** a course reaches a **minimum** number of registrations. Do not attend a class unless you have received the official e-mail confirmation from Judy Kammermann. *(You can login to self service to see if your registration was received.)*
6. If a course is canceled due to low enrollment, or is rescheduled, you and your Training Information Coordinator will receive an e-mail notice at least 3 days prior to the course date.

QUESTIONS? Send an e-mail to jkamme@milwaukee.gov.

TRAINING INFORMATION COORDINATORS

(r. 12.14.16)

DEPARTMENT	NAME	EXT.	LOCATION
Assessor's Office	Amy Stenglein	3110	CH, Room 507
Board of Zoning Appeals	<i>Vacant</i>	2599	809 Bldg, 1 st Floor
City Attorney, Office of	Amy Hefter	8822	ZMB, Room 716
City Clerk (Common Council)	Terry MacDonald	2233	CH, Room 205
City Development <i>and</i> RACM	Terri Grote (<i>temporary</i>)	5701	809 Bldg, 3 rd Floor
City Development, HACM <i>only</i>	Todd Slusar	5890	809 Bldg, 3 rd Floor
City Treasurer's Office	Theresa Spidell	2257	CH, Room 103
Comptroller's Office	Sharon Kraft	2306	CH, Room 404
Deferred Compensation	Elaine Bieszk	5541	CH, Room 404
Election Commission	Denise Walton	5995	CH, Room 501
Employes' Retirement System	Todd Warner	2168	789 N. Water, Suite 300
Fire Department	Cassie Taylor	5289	6680 N. Teutonia Ave.
Fire and Police Commission	Renee Keinert	5072	CH, Room 706-A
Health Department	Lori Hoffmann	3607	ZMB, Room 315
Library, Milwaukee Public	Sha'Nese Burnell Jones	3047	814 W. Wisconsin Ave.
Mayor's Office	Patty Doll	3677	CH, Room 201
Municipal Court	Jane Islo	3837	951 N. James Lovell
Neighborhood Services	Steph O'Connor	3864	ZMB, Room 104
Police Department	Lori Resch	7952	6680 N. Teutonia Ave.
Port of Milwaukee	Donna Luty	3511	2323 S. Lincoln Mem. Drive
Department of Administration:			
• Budget and Mgmt Division • Office of Environ. Sustain.	Crystal Ivy	3449	CH, Room 603
Community Dev Grants Admin	Ann Scaglione	5506	CH, Room 606
Information & Tech Mgmt Div	Lisa Olive	2336	809 Bldg, Room 400
Intergovernmental Relations	Tobie Black	5584	CH, Room 606
Purchasing Division	Tykesha White	2394	CH, Room 601
Department of Public Works:			
• Administration	Edie Greene	3703	ZMB, Room 501
• Infrastructure Services → o Facilities Management →	Marjorie Washington-Jones Kathy Thornton	2407 3408	ZMB, Room 701 ZMB, Room 602
• Water Works	Sherrie Smaxwill	2926	ZMB, Room 409
• Operations Division: ➤ Fleet ➤ Forestry ➤ Parking/Tow Lot ➤ Sanitation	Kaylyn Jennik	3706	ZMB, Room 620



r. 12/22/2016



Upcoming Programs for Healthy Rewards Points

- For updates to this document and more information about the 2016-2017 Healthy Rewards Program go to: www.milwaukee.gov/HealthyRewards
- For information and hours of operation for the *Wellness Center* and the *Workplace Clinic* go to the “Wellness...Your Choice Milwaukee” page: www.milwaukee.gov/der/WYCM
- **There is a 15 points maximum for “Lunch and Learn” programs**

PROGRAM NAME	DATE/TIME	LOCATION	REGISTRATION INSTRUCTIONS	# OF POINTS
Ongoing: Telephonic Coaching	Various Dates/Times	Telephone	Register online at www.pickatime.com/healthyrewards	10
Ongoing: In-Person Coaching	Various Dates/Times	Wellness Center Zeidler Muni Bldg Market St. entrance	Call (414) 777-3413 to schedule an appointment. <i>Drop-ins welcome on first come, first served basis.</i>	10
Ongoing: Nutrition Coaching with Registered Dietitian	Various Dates/Times	Wellness Center Zeidler Muni Bldg Market St. entrance	Call (414) 777-3413 to schedule an appointment. <i>Drop-ins welcome on first come, first served basis.</i>	10
Ongoing: Wellness Walks	Wednesdays 12:00 p.m. <i>(Minimum of 30 minutes)</i>	Wellness Center Zeidler Muni Bldg Market St. entrance	No pre-registration necessary	5
Ongoing: Blood Pressure Checks	Wednesdays Various Times	Various Locations	For times and locations see flyer at www.milwaukee.gov/der/WYCM	5**
**Complete 5 blood pressure checks and earn 5 Healthy Rewards points.				
Introduction to Mindfulness and Yoga	Monday, January 9 4:30 – 5:15 p.m.	City Hall, Room 303 <i>(go left when you exit the elevator)</i>	No pre-registration necessary	5
Create Your Own Wellness Journey	Tuesday, January 17 12:00 – 12:30 p.m.	City Hall, Room 303 <i>(go left when you exit the elevator)</i>	No pre-registration necessary	5
Create Your Own Wellness Journey	Tuesday, January 17 12:30 – 1:00 p.m.	City Hall, Room 303 <i>(go left when you exit the elevator)</i>	No pre-registration necessary	5
Fitting Exercise Into A Busy Schedule	Wednesday, January 18 12:00 – 12:30 p.m.	City Hall, Room 303 <i>(go left when you exit the elevator)</i>	No pre-registration necessary	5
Fitting Exercise Into A Busy Schedule	Wednesday, January 18 12:30 – 1:00 p.m.	City Hall, Room 303 <i>(go left when you exit the elevator)</i>	No pre-registration necessary	5

PROGRAM NAME	DATE/TIME	LOCATION	REGISTRATION INSTRUCTIONS	# OF POINTS
<i>Changing Our Behaviors</i>	Thursday, January 19 10:30 – 11:00 a.m.	Atkinson Library	No pre-registration necessary	5
<i>Changing Our Behaviors</i>	Thursday, January 19 11:00 – 11:30 a.m.	Atkinson Library	No pre-registration necessary	5
<i>Changing Our Behaviors</i>	Thursday, January 19 12:30 – 1:00 p.m.	Center Street Library	No pre-registration necessary	5
<i>Changing Our Behaviors</i>	Thursday, January 19 1:00 – 1:30 p.m.	Center Street Library	No pre-registration necessary	5
<i>Changing Our Behaviors</i>	Thursday, January 19 2:30 – 3:00 p.m.	Washington Park Library	No pre-registration necessary	5
<i>Changing Our Behaviors</i>	Thursday, January 19 3:00 – 3:30 p.m.	Washington Park Library	No pre-registration necessary	5
<i>Introduction to Mindfulness and Yoga</i>	Monday, January 23 4:30 – 5:15 p.m.	City Hall, Room 303 (go left when you exit the elevator)	No pre-registration necessary	5

ABOUT THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program, or *EAP*, is a counseling service for employees and their family who may be experiencing personal or work place problems. Everyone has problems from time to time. Usually, we work them out. But sometimes problems persist, becoming serious enough to affect us both off and on the job. At such times, an EAP may be able to help.

It is your program to utilize when you and your family members need help. If you know a co-worker is having problems, remind them of the program. If you have questions or comments, feel free to call for a **confidential** consultation.

EAP HOTLINE:

Cris Zamora, Employee Assistance & Resource Coordinator

Department of Employee Relations, City Hall – Room 706

Phone: (414) 286-3145

E-Mail: czamora@milwaukee.gov

8:00 am – 4:45 pm; *(Monday – Friday)*

(Call to schedule a confidential consultation.)

Please visit www.milwaukee.gov/der/EAP for common questions and answers, links to EAP resources, information resource library (*brochures, guides, etc.*), manager/supervisor toolbox, EAP Newsletters.

EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

Employee Assistance Program



City of Milwaukee EAP

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

DEVELOPING MINDFULNESS: <i>Are you Mindful or Mind Full?</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP24	Tuesday, February 7, 2017	12:00 – 1:00 p.m.	City Hall, Room 301-A
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<p>✓ <i>Participants will learn how mindfulness works to reshape your brain.</i></p> <p><i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns).</i></p>			

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

BUILDING EMOTIONAL RESILIENCY: <i>Learning Through Adversity</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP21	Tuesday, February 14, 2017	12:00 – 1:00 p.m.	City Hall, Room 301-A
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<p><i>Participants will:</i></p> <ul style="list-style-type: none"> ✓ <i>Learn what "emotional resiliency" is</i> ✓ <i>Learn what the common characteristics of emotionally resilient people are</i> ✓ <i>Learn ingredients toward building emotional resiliency</i> <p><i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i></p>			

EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS



FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

ASSERTIVENESS TRAINING: <i>A Guide to Getting What You Want and Need</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP19	Tuesday, February 21, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<i>Participants will:</i>			
<ul style="list-style-type: none"> ✓ <i>Identify their own interpersonal pattern as passive, assertive and/or aggressive</i> ✓ <i>Learn to differentiate between “passive”, “assertive”, and “aggressive interpersonal patterns</i> ✓ <i>Learn essential skills associated with assertiveness</i> 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

WORKPLACE NEGATIVITY: <i>Addressing Poor Employee Morale</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP2	Tuesday, February 28, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
NOTE: This workshop is for current Managers and Supervisors only.			
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<i>Participants will:</i>			
<ul style="list-style-type: none"> ✓ <i>Learn the “3 C” model of workplace negativity</i> ✓ <i>Learn how to “spot” workplace negativity</i> ✓ <i>Learn identification of common causes that lead to workplace negativity</i> ✓ <i>Learn tips on how to improve and prevent workplace negativity</i> 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

Employee Assistance Program



City of Milwaukee EAP

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

VISUAL BRAINSTORMING/PROBLEM SOLVING: <i>Use of Mind Mapping and Consequence Wheels</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP12	Tuesday, March 7, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<ul style="list-style-type: none"> ✓ Participants will learn how to create their own Mind Maps and Consequence Wheels to better problem solve and brainstorm. 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

PROFESSIONALISM: <i>Not Just a Title and A Tie</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP16	Tuesday, March 14, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<p><i>Participants will:</i></p> <ul style="list-style-type: none"> ✓ <i>Learn about professionalism as it applies to specific and key work behavior traits</i> ✓ <i>Discuss and identify a personal professional development plan</i> 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

Employee Assistance Program



City of Milwaukee EAP

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

STRESS REDUCTION: <i>Mindfulness, Relaxation and Imagery</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP13	Tuesday, March 21, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<i>Participants will:</i> <ul style="list-style-type: none"> ✓ <i>Learn about the mind-body connection as it relates to stress and overall well-being</i> ✓ <i>Learn various stress reduction tools that include: mindfulness, breath work, progressive muscle relaxation, and imagery</i> 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

MANAGEMENT THROUGH ORGANIZATION CHANGE: <i>The Bridge Model</i>			
COURSE NO.	DATE	TIME	LOCATION
EAP14	Tuesday, March 28, 2017	12:00 – 1:00 p.m.	City Hall, Room 303
NOTE: This workshop is for current Managers and Supervisors only.			
COST:	FREE		
PRESENTER:	<i>Cris Zamora, Employee Assistance & Resource Coordinator</i>		
<i>Participants will:</i> <ul style="list-style-type: none"> ✓ <i>Learn about the three "Bridge" stages of organizational change</i> ✓ <i>Learn about common behaviors and emotions related to each stage of transition</i> 			
<i>Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)</i>			

HOW TO COMPLY WITH WISCONSIN'S PUBLIC RECORDS LAW

Advance registration is required through your department's Training Information Coordinator (*see page 1 for instructions*). Provide the Coordinator with the **Course Number** and your **6-digit** PeopleSoft ID #.

COURSE NO.	DATE	TIME	LOCATION
WPRL-0001	Wednesday, January 11, 2017	9:00 – 10:30 a.m.	City Hall, Room 303 Conference Room
COST:	FREE		
PRESENTER:	<i>Peter Block, Assistant City Attorney</i>		
<p>This 1.5-hour session will explore the ins and outs of Wisconsin's Public Records Law, including how to determine what is and isn't a public record, what procedures need to be in place to deal with public records requests, the requirements associated with responding to public records requests, and the potential penalties for non-compliance. <i>Highly recommended for city employees who have not had public records training, who just want a refresher, or who have any questions they want answered.</i></p>			

RETIREMENT PLANNING SEMINAR

ADVANCE REGISTRATION IS REQUIRED through your departmental Training Information Coordinator (see page 1 for registration instructions). **Do not contact Training & Development Services to enroll. Participants must be registered and confirmed** by Training & Development Services to attend as the class size is limited. "Walk-ins" may be turned away as registered/confirmed participants are given first priority.

This seminar **SPECIFICALLY** addresses City retirement benefits for employees within 2 years of retirement. **This seminar is only for non-sworn personnel, and not for MPS employees.**

All too frequently, employees do not begin to learn about the various aspects of retirement until it's too late...after they have already retired. This retirement information program will serve as a planning vehicle for employees nearing retirement.

This **4-hour** seminar will include an overview of benefits and services available to retired employees. *Topics covered are:*

- Pension, including a Question and Answer session
- Life insurance benefits
- Health and Dental insurance benefits
- Social Security benefits
- Deferred compensation

The presenters of these topics will include representatives from:

- Employes' Retirement System**
 - o **REMEMBER!** Employees planning on retirement should ask for a pension benefit estimate at least **six months prior** to retirement. Employees planning on retirement must make an appointment with a pension counselor 30-90 days **prior** to their last day on the payroll.
- Social Security Benefits consultant**
- Voya Financial representative**
 - o The Deferred Compensation program is an independent financial operation with no direct connection with the City's pension benefits. Any questions concerning this benefit should be directed to the Deferred Compensation Plan Administrator.

ADVANCE REGISTRATION IS REQUIRED THROUGH YOUR TRAINING INFORMATION COORDINATOR.

COURSE #:	DATE	TIME
RETIRE-31	Friday, February 24 th , 2017, <i>not</i> 27 th	8:00 am – Noon
RETIRE-32	Friday, June 9, 2017	8:00 am – Noon
RETIRE-33	Friday, August 25, 2017	8:00 am – Noon
RETIRE-34	Friday, November 17, 2017	8:00 am – Noon

PLEASE READ THE FOLLOWING IF YOU ARE ENROLLED IN THE FLEXIBLE CHOICES PROGRAM AND ARE RETIRING SOON!

Flexible Spending Account - Medical: If you leave City employment and you are enrolled in a Medical-FSA, your period of coverage ends on your separation date. **You must claim reimbursement of eligible expenses within 30 days of your date of separation from the City.** Expenses incurred after your coverage ends are not eligible for reimbursement. Please contact the Employee Benefits Division at **286-3184** or **286-8111** for further information.

Flexible Spending Account - Dependent Care: Coverage for the Dependent Day Care-FSA ends on your separation date. **You must claim reimbursement of eligible expenses within 30 days of your date of separation from the City.** Contact the Employee Benefits Division at **286-3184** or **286-8111** for further information.

Any questions regarding these accounts should be directed to eflexgroup.com, Inc. at 1-877-933-3539 or go to <https://employee.eflexgroup.com>.

ADVANCE REGISTRATION IS REQUIRED through your departmental Training Information Coordinator (see page 1 for registration instructions). **Do not contact Training & Development Services to enroll. Participants must be registered and confirmed** to attend as the class size is **limited to 12**. "Walk-ins" may be turned away as registered participants are given first priority.

TUITION REIMBURSEMENT may be used to pay the registration cost. **NO upfront payment is required.** Upon course completion, the cost is "deducted" from your 2017 tuition benefit balance. **DO NOT** complete an online tuition benefit application in self-service.

REGISTRATIONS FOR THE CPR-AED and HEARTSAVER FIRST AID CLASSES SHOULD BE SUBMITTED AS SOON AS POSSIBLE, BUT NO LATER THAN NOON ON FRIDAY, FEBRUARY 6.

CPR-AED TRAINING



When someone becomes a victim of a heart attack, cardiac arrest, stroke, or choking, you may be able to help the person. Learn the lifesaving skills of Cardiopulmonary Resuscitation (CPR) **and** Automated External Defibrillation (AED). This 3-hour course teaches the rescuer the basic skills of helping someone in a medical emergency. Successful completion (*written and performance evaluation*) results in an AHA certification card valid for two years. There

will also be a discussion of the legal ramifications of administering CPR or assisting a person in need of medical assistance. *(This class is offered every other year.)*

PLEASE CHOOSE ONE COURSE NUMBER...

COURSE NO.	COURSE DATE	TIME	LOCATION
CPRAED-30	Tuesday, January 31, 2017	8:30 – 11:30 a.m.	City Hall, Room 303
CPRAED-31	Thursday, February 2, 2017	8:30 – 11:30 a.m.	City Hall, Room 303
CPRAED-32	Tuesday, February 7, 2017	1:00 – 4:00 p.m.	City Hall, Room 303
CPRAED-33	Thursday, February 9, 2017	1:00 – 4:00 p.m.	City Hall, Room 303
COURSE COST:	\$60 per person (<i>includes manual</i>)		
	NOTE: Take both classes for \$85 including manual!		
PRESENTER:	Staff from <i>Advanced Professional Healthcare Education (APHED)</i>		

HEARTSAVER FIRST AID TRAINING

Manage illness and injury until professional help arrives. Includes general principles, medical emergencies, injury management, and relieve choking in adults, children, and infants, and environmental emergencies. *Course completion card provided. (This class is offered every other year.)*



PLEASE CHOOSE ONE COURSE NUMBER...

COURSE NO.	COURSE DATE	TIME	LOCATION
HSFA-12	Tuesday, January 31, 2017	1:00 – 4:00 p.m.	City Hall, Room 303
HSFA-13	Thursday, February 2, 2017	1:00 – 4:00 p.m.	City Hall, Room 303
HSFA-14	Tuesday, February 7, 2017	8:30 – 11:30 a.m.	City Hall, Room 303
HSFA-15	Thursday, February 9, 2017	8:30 – 11:30 a.m.	City Hall, Room 303
COURSE COST:	\$50 per person (<i>includes manual</i>)		
	NOTE: Take both classes for \$85, including manual!		
PRESENTER:	Staff from <i>Advanced Professional Healthcare Education (APHED)</i>		

COACHING CONVERSATIONS (*Labs*)

Advance registration is required through your department's Training Information Coordinator (see page 1 for instructions. "Walk-ins" may be turned away as registered participants are given first priority.

The Department of Employee Relations is hosting several **open dialogue sessions** to support supervisors' coaching conversations.

The presenter, Mary Wacker will provide a feedback model and an introduction to the topic listed, and then supervisors will be able to share their situations and ideas for resolution. This isn't a training session, but a dialogue on how to craft specific language and actions that will help you move forward toward successful employee outcomes.

Come to one or these entire **free** monthly group coaching conversations where you and others will have the opportunity to get assistance with current employee challenges.

This is not a "training" program, but a conversation for supervisory personnel to discuss current issues they are experiencing regarding the topics below. This is not meant for employees seeking a promotional opportunity.

PREREQUISITE:

Attendees must have **current** supervisory responsibilities including performance reviews and be in a supervisory classification (pay ranges 100-200 in the Salary Ordinance) or be a sworn supervisor. The supervisory classification must also be their primary job and not a temporary or emergency appointment.

SEATING IS LIMITED! You must register for the Labs as soon as possible but no later than 5 business days prior to the Lab date. Please see the Registration Instructions on page 2. Registered and confirmed employees have priority; walk-ins are not guaranteed a seat.

ADVANCED REGISTRATION IS REQUIRED through your Training Information Coordinator. You must meet the Prerequisites listed above to attend.

Course #	Topic of Discussion	Date	Time	Location
CCL9-0001	Delegating for Successful Outcomes	Tuesday, January 24	9:30 – 11:30	City Hall, Room 303
CCL10-0001	Coaching Employee Conflicts	Thursday, Feb. 16	9:30 – 11:30	City Hall, Room 303
CCL11-0001	Coaching to Improve Motivation & Morale	Tuesday, March 14	9:30 – 11:30	City Hall, Room 303
CCL12-0001	Training/Coaching Current and Probationary Employees	Tuesday, April 11	1:30 – 3:30	City Hall, Room 303
CCL4-0005	When to Coach/When to Discipline	Tuesday, May 2	9:30 – 11:30	City Hall, Room 303
CCL6-0003	Coaching Employees Resistant to Change	Tuesday, June 6	1:30 – 3:30	City Hall, Room 303

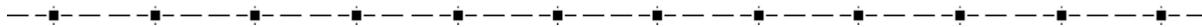
About the Presenter:

Mary Wacker, President of *MB Wacker Associates*, focuses on life/work coaching, business performance systems and organizational effectiveness. She cares about your team getting the results you want. She helps businesses develop high performance teams, leaders that make an impact, and service that wows your customers. Mary is an accomplished international speaker and has written numerous training kits and programs. She has been featured on national radio, in Milwaukee's *Business Journal* and the *Milwaukee Journal Sentinel*. Mary is co-author of *Stories Trainer Tell: 55 Ready-to-Use Stories to Make Training Stick* (Jossey-Bass/Pfeiffer, 2003). She is also available as a coach to City employees and leaders. Her website is www.mbwacker.com.

Free Online “Gale Courses” offered via the Milwaukee Public Library

Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. Topics include *Accounting and Finance, Business, Computer Applications, Technology and more.*

For more information go to: <http://education.gale.com/l-milw97470/>



Free Computer Classes for City Residents at Milwaukee Public Libraries

For the current schedule and more information, go to:
http://mpl.org/services/computer_training/

E-NOTIFY FOR IN-HOUSE TRAINING OPPORTUNITIES

If you wish to receive E-mail notices, *such as this Training Bulletin*, for in-house training programs sponsored by *Employee Relations*, please subscribe to **E-Notify**.

In-house training programs are **only** open to current City of Milwaukee employees and are **not** open to MPS employees or the public.

Go to the following web site for instructions on how to subscribe to E-Notify for in-house training:
www.milwaukee.gov/der/Training/Enotify

E-NOTIFY FOR TRANSFER/PROMOTIONAL OPPORTUNITIES

To receive timely e-mail notices when a Transfer/Promotional opportunity or Promotional Exam is announced, please go to www.milwaukee.gov/DER/JOBS/TRsubscribe

Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in Milwaukee Fire Department and Milwaukee Police Department hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

E-NOTIFY FOR OPEN JOB ANNOUNCEMENTS

To receive timely e-mail notices when an open job announcement is posted, please go to www.milwaukee.gov/jobs/EnotifyJobs

VIEW YOUR IN-HOUSE TRAINING HISTORY (1996-present) IN SELF-SERVICE

Login to Self-Service: milwaukee.gov/selfservice

Path: Main Menu > Self Service > Learning & Development > Training Summary

- You will see a list of in-house courses you completed and are enrolled in (2010 – present). (*Only for courses listed in Employee Relations' Bulletin of Courses.*) The 2nd list shows in-house courses taken as well as tuition reimbursement courses (1996 – 2009).

PRINT YOUR IN-HOUSE TRAINING HISTORY (1996-present) IN SELF-SERVICE

Login to Self-Service: milwaukee.gov/selfservice

Path: Main Menu > Self Service > Performance Management > Employee Summary Report

- Scroll down to **Training Summary**, click the download icon .

COACHING SERVICES

The Department of Employee Relations offers the services of experienced personal coaches. If you are interested in Coaching Services, please contact one of the coaches listed on the link below.

You may use your Tuition Benefit (*if you are eligible*) to work one-on-one with a personal coach provided you attend for the job-related reasons stated above. **Participants would pay the Coach directly** then apply for tuition reimbursement **after** the coaching session. After completing the online tuition reimbursement application in self-service, you must submit a copy of a paid receipt. *The receipt must show the cost as well as state the amount that was paid, **and** must also list the date(s) of the session(s).*

The Tuition Benefit will only cover coaching services for job-related subjects such as job coaching, performance issues, career development or career transition. *Attending a coaching session on city-time is at the discretion of your department; prior permission is required.*

The Tuition Benefit will **not** cover coaching services for subjects such as, but not limited to *life stage issues, mid-life issues, life coaching. (These sessions must be attended on your own time.)*

For a list of Coaches and for more information go to:
www.milwaukee.gov/Trng/Coaching

Coaching services may also be possible with other coaching professionals not listed. Please contact Andrea Knickerbocker at aknick@milwaukee.gov if you would like to see if a particular coaching service will be covered under tuition reimbursement.
