

Learning and Development Program 2020

“The Year of Improved Communication”

2020 Required Courses

For All Employees:

- Traliant Online Anti-harassment (35 minutes) (All FT/PT Employees)
- KnowBe4 Cyber-security (1 hour) (All FT/PT Employees with access to a city email address).

For New Employees (all FT and at supervisor discretion for PT):

- The Intro to the City Learning Track (20 hours)

For All Supervisors:

- All Supervisor Training (Full-Day)

Learning Tracks

(Not Required Unless Otherwise Indicated)

These learning tracks have been designed to **focus content on strategic goals** and the highest areas of need for the City. By participating in a learning track, you will be able to engage in **deeper learning** around specific topics and earn an associated **certification**. As always, **supervisor approval** is required for participation. Tracks must be completed within a 12-month window and the Learning Track form must be completed.

Intro to the City of Louisville 2020 (Required for New Employees)	20 hours
New Employee Onboarding	8 hours
All ICARE Lunches	6.25 hours
Traliant Online Anti-harassment	.75 hours
KnowBe4 Cyber-security	1 hour
<i>Any Elective Courses</i>	≥4hours

City of Louisville Supervisor 2020	22-24 hours
All Supervisor Training	8 hours
All ICARE Lunches	6.25 hours
Prepare to be an Effective Leader (AAP Impact Journey - Online)	2-3.5 hours
Workers Compensation	1.5 hours
<i>Choice of one (1):</i>	
• <i>Unconscious Bias: Understanding Bias to Unleash Potential (live or AAP)</i>	4 hours
• <i>Diversity and Inclusion: A Key to Innovative and Effective Teams (EC)</i>	4 hours

Effective Professional Communication 2020	21-24 hours
Communication Skills for Effective Collaboration (FP or Zoe)	6 hours
Email Tips and Tricks	1 hour
Embracing Change	1.5 hours
Active Listening (Zoe)	4 hours
<i>Choice of two (2) of the following:</i>	
<i>Assertiveness (FP)</i>	4-6 hours
<i>Writing advantage (AAP - Live)</i>	6 hours
<i>Presentation Advantage (AAP- Live)</i>	6 hours
<i>Customer Service (FP or Zoe)</i>	4-6 hours

Effective Leadership Communication 2020	20+ hours
Communication Skills for Effective Collaboration (FP or Zoe)	6 hours
Leaders@Change (AAP, Live)	6 hours
Active Listening (Zoe)	4 hours
Powerful Feedback Conversations	4 hours
Leading Effective Meetings (AAP, On-demand)	15-30 min
<i>Required Reading:</i>	
<i>Start with Why by Simon Sinek</i>	

Developing Others Through Formal Learning	20+ hours
Presentation Advantage (AAP – Live)	7 hours
Train-the-Trainer	7 hours
<i>Develop and Deliver a Course of your Choice</i>	variable

Part-time Employee Excellence 2020	4 – 16 hours
2-5 ICARE Lunches	2.5-6.25 hours
Traliant Online Anti-harassment	.75 hours
KnowBe4 Cyber-security	1 hour
Any Supervisor Approved Elective	1-8 hours

Additional Courses:

Executime
 Project Management
 Budget Preparation and Planning
 Inputting Your Biennial Budget
 QPR: Suicide Prevention
 Dementia

Mindfulness
 Job Aids
 PowerPoint
 Trello
 Ethics Awareness
 And more...

Intact Team Course by Request

DiSC Assessment, Debrief and Analysis (4 hour minimum)

Available starting in March 2020 for teams of less than 15 members.

Emerging Leader Program:

This program is designed to build the bench-strength of employees throughout the organization and prepare them to lead our City into the future. This in-depth program is aligned to our City's leadership philosophy and will include:

- Formal learning on the topics of building trust, emotional intelligence, coaching, project execution, etc.
- One-on-one Coaching
- Participation in a cross-departmental project

This program requires:

- commitment in advance to all components of the program (8.5 days of training, approx. 20 hours of project work, 4 hours of coaching)
- at least one year of employment with the city
- recommendation from your direct supervisor
- written statement of why the applicant wants to be a part of the program

The Emerging Leader Program will launch in the second half of 2020.