

Yolo Training Academy Course Catalog

Adaptability

851 Enhancing Resilience During Change

YTA

Prerequisites: None - This class is open to all employees. >>Description: Change is an essential part of life. Change drives us, challenges us, and keeps us moving toward new goals. Even when change is painful or traumatic, we can learn to move beyond crisis and disappointment and make our lives better. This workshop discusses the change process and how we can enhance our personal resilience, and thereby turn challenges into opportunities for growth and learning. >>Learning Objectives: After the workshop, participants should be able to: understand the process of change; identify current or upcoming changes in the workplace; recognize different reactions to change; understand their options for enhancing resilience and managing stress; and understand ways to support themselves and others.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2997	1/10/2019	1/10/2019	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	09:00 AM	11:00 AM		
2998	4/2/2019	4/2/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

856 Managing Change (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Organizational change often means different things to employees than it does to their managers and supervisors. This program examines the change process and describes attitudes and behaviors that can enhance (or detract from) healthy responses to change. Participants will discuss typical employee responses to change, as well as strategies for addressing employee concerns. >>Learning Objectives: After the workshop, participants should be able to understand how to manage during change; effectively deal with employee reactions; build acceptance to change; and understand how to support themselves and their employees during change.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3001	10/16/2018	10/16/2018	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	01:30 PM	03:30 PM		

Yolo Training Academy Course Catalog

Communication

787 Effective Workplace Communication

YTA

Prerequisites: None - This class is open to all employees. >>Description: Effective communication is the foundation for solid working relationships and interpersonal effectiveness. When people are heard and understood, they're better able to work collaboratively for successful outcomes and win-win solutions. Through skill development and practice, this workshop helps participants enhance workplace communication. >>Learning Objectives: After the workshop, participants should be able to understand the connection between good working relationships and effective communication; describe key elements of a clear message; identify and overcome challenges to getting the message across; and apply techniques for building rapport.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2990	11/28/2018	11/28/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	01:00 PM	03:00 PM		

848 Diffusion and De-Escalation Techniques

YTA

Prerequisites: None - This class is open to all employees. >>Description: Sometimes we encounter customers or clients who become emotionally overwhelmed or agitated. It is in these situations that we need to use our assertive communication skills to calm the other person, take charge of the situation and move towards a resolution to the issue. The de-escalation techniques presented in this workshop provide useful tools to diffuse, re-direct, or de-escalate conflict situations. >>Learning Objectives: After the workshop, participants should be able to: recognize when clients may be emotionally over reacting to stressful situations; identify words and behaviors that indicate a situation could be escalating; learn techniques to help defuse emotions, and redirect the client interaction in order to achieve a positive outcome; recognize how beliefs and expectations can add stress to working with upset or angry clients; and discuss boundary setting behaviors when a client will not de-escalate.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2982	2/6/2019	2/6/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Communication

850 Effective Workplace Communication (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Effective communication skills are important for every employee in an organization, but they are especially critical for managers who want to improve employee productivity, performance, teamwork, and morale. Every interaction is an opportunity to have a positive impact on team members – personally and professionally. When people are heard and understood, they're better able to work through issues and develop win-win solutions. This workshop helps managers and supervisors learn essential communication skills. >>Learning Objectives: After the workshop, participants should be able to identify important aspects of effective communication and develop techniques for positive interactions for workplace issues; understand the process of effective listening; describe the key components and activities of management communication; and discuss how to determine intervention strategies when providing feedback to employees.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2996	11/28/2018	11/28/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

867 Communication in the Digital Age

YTA

Prerequisites: None - This class is open to all employees. >>Description: At times, communicating in the digital age can be both exciting and daunting. Information, answers, ideas, and expectations are communicated at amazing speeds. Emailing is the most utilized form of electronic communication today, and knowing how to do so effectively is crucial to professional success for many people. In this program, we will cover general guidelines for effective email communications, etiquette for texting, chatting and using social media in the workplace, and guidelines for social media use. Also, this course will address when the 'old-fashioned' channels for communication, namely verbal communications, are the best to use. >>Learning Objectives: After the workshop, participants should be able to review the PASS model for effective email use; speak about times when verbal communication is best (versus using email, text or chat); discuss etiquette for personal texting & social media use at work; discuss work chat etiquette; and review general privacy guidelines related to work and social media.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3019	5/1/2019	5/1/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Critical Thinking & Problem Solving

859 Procrastination

YTA

Prerequisites: None - This class is open to all employees. >>Description: Procrastination is, you know ... when you know what you ought to do and you're not able to bring yourself to do it. Sure, we all put things off until the last minute, but true procrastinators do so chronically. This behavior can result in stress, anxiety, poor work performance and may also put a strain on work and personal relationships. In this program, we'll review a variety of tips and strategies for overcoming procrastination and becoming more effective in your work and life. >>Learning Objectives: After the workshop, participants should be able to discuss thoughts and beliefs that contribute to procrastination; review research about procrastination; present tips for getting started on a task; and explore strategies for overcoming procrastination and enhancing effectiveness.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3009	2/8/2019	2/8/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

790 Resolving Conflict in the Workplace

YTA

Prerequisites: None - This class is open to all Yolo County Employees

Description: Conflict in the workplace can stem from differing beliefs, ideas, values, and goals. Although conflict is natural and sometimes useful, most people avoid confrontation instead of understanding and resolving the situation directly. In this workshop, participants will examine conflict as a normal part of work and explore ways to find solutions.

Learning Objectives: After the workshop, participants should be able to: apply a problem-solving model for win-win results; promote creativity using communication; identify different styles of dealing with conflict; and understand the benefits of constructive conflict.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2991	6/26/2019	6/26/2019	MHN Trainer	500A Jefferson Blvd, WSac, Community Rm
	09:00 AM	11:00 AM		

Yolo Training Academy Course Catalog

Critical Thinking & Problem Solving

861 Resolving Conflict in the Workplace (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Conflict in the workplace can stem from differing beliefs, ideas, values, and goals. Although conflict is natural and sometimes useful, most people avoid confrontation instead of understanding and resolving the situation directly. In this workshop, participants will examine conflict as a normal part of work and explore ways to find solutions. >>Learning Objectives: After the workshop, participants should be able to apply a problem-solving model for win-win results; promote creativity using communication; identify different styles of dealing with conflict; and understand the benefits of constructive conflict.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3012	4/9/2019	4/9/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

698 Time Management

YTA

Prerequisites: None - This class is open to all employees. >>Description: Many employees are juggling extra responsibilities, working longer hours, and experiencing overload in their personal lives. Most would agree that there are not enough hours in the day. An effective strategy for time management can help us achieve our goals by doing more in less time, focusing on what is important, and feeling less stressed in the process. This workshop helps participants develop an individualized time management strategy. >>Learning Objectives: After the workshop, participants should be able to: lower their work stress; develop a sense of control over their personal and professional productivity; identify ways to do more in less time; cultivate joy and achieve balance in their lives; and separate meaningful activities from meaningless activities.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2988	11/27/2018	11/27/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		
2989	5/24/2019	5/24/2019	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	09:00 AM	11:00 AM		

Yolo Training Academy Course Catalog

Cultural Competency

693 Diversity: A Workplace Asset

YTA

Prerequisites: None - This class is open to all employees. >>Description: Employees with unique skills, backgrounds and experiences bring value to an organization and to its customers. This workshop discusses the value each member brings to an organization, and the strength that comes with diversity. Participants will learn tips for communicating clearly and respectfully, overcoming stereotypes and appreciating the unique differences people bring to the workplace. >>Learning Objectives: After the workshop, participants should be able to: define "diversity"; understand the benefits of a culturally diverse workplace; understand what factors inhibit the creation of a diverse culture; and communicate respectfully.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2983	9/27/2018	9/27/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

862 Communication in Culturally Diverse Work

YTA

Prerequisites: None - This class is open to all employees. >>Description: Culturally diverse teams are common today. Different communication styles are shaped by cultural values, language proficiency, worldviews, and norms. These factors can be potential sources of misunderstanding and frustration, impeding the development of trusting relationships and team cohesion. We can reduce cultural barriers and strengthen the effectiveness of our teams by being curious, seeking to understand differences, and being aware of different styles of communication. By enhancing awareness, we can contribute towards a work environment that is both enjoyable and inclusive. >>Learning Objectives: After the workshop, participants should be able to build cultural awareness and understanding; bring cultural awareness into interpersonal communications; foster shared responsibility for mutual understanding; and strengthen effective communication skills.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3013	3/20/2019	3/20/2019	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	09:00 AM	11:00 AM		

Yolo Training Academy Course Catalog

Cultural Competency

866 Working Together: Why Inclusion Matters

YTA

Prerequisites: None - This class is open to all employees. >>Description: Workplace inclusion reflects having diverse perspectives, experiences and cultures valued, respected and supported. It's about ensuring the right conditions are in place for each person to pursue his or her full professional potential. Inclusion puts the concept and practice of diversity into action by creating an environment of involvement, respect, and connection. Organizations need to focus on both diversity and inclusion to be successful. >>Learning Objectives: After the workshop, participants should be able to increase your awareness of how perspectives affect the workplace; examine the impact of 'difference' in the workplace. >> Identify barriers to inclusion in the workplace; increase your awareness of the benefits of inclusion; and improve your ability to communicate more effectively – inclusively.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3018	12/19/2018	12/19/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	01:30 PM	03:30 PM		

Customer Focus

786 Delivering Excellent Customer Service

YTA

Prerequisites: None - This class is open to all employees. >>Description: Excellent service – for both internal and external customers – is important to every organization. Excellent customer service includes understanding customers' needs and managing expectations when dealing with difficult customer issues. This workshop examines how to handle these demands with sensitivity while managing personal stress. >>Learning Objectives: After the workshop, participants should be able to understand why companies lose customers; identify customers' "hot buttons;" know what customers want and don't want; and handle complaints effectively.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2981	9/25/2018	9/25/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	01:30 PM	03:30 PM		
2980	3/5/2019	3/5/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Customer Focus

857 Your Responses & Challenging Customers

YTA

Prerequisites: None - This class is open to all employees. >>Description: This workshop examines the different types of challenging customer exchanges you may have in performing your daily job responsibilities. Techniques to enhance your customer service skills will be explored, as well as ways to develop strategies to manage your responses to challenging customer interactions in healthy and positive ways. Learning Objectives: After the workshop, participants should be able to discuss different types of challenging Customer interactions; describe Customer expectations; identify difficult types of Customer behaviors most typically encountered on the job; discuss proactive approaches to dealing with challenging interactions; understand the body's reactions to negative interactions and learn how to identify personal indicators of stress; and identify strategies and techniques to reduce the impact of difficult Customer interactions.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3006	12/11/2018	12/11/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

Health & Wellness

844 The Care and Keeping of You

YTA

Prerequisites: None - This class is open to all employees. >>Description: In today's fast-paced world with its many competing demands, taking care of oneself often takes a back burner. Many Americans believe that they don't have time for self-care activities; meanwhile, their physical, mental and emotional health may suffer. Learning ways to incorporate simple self-care activities into our daily lives doesn't have to be complicated, and it can go a long way in promoting our health and happiness! >>Learning Objectives: After the workshop, participants should be able to discuss different types of self-care; consider what self-care means to you personally; explore how personality influences self-care; present ways to incorporate self-care activities into your day; and identify action steps.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2995	5/15/2019	5/15/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

Yolo Training Academy Course Catalog

Health & Wellness

853 Fitness and Exercise

YTA

Prerequisites: None - This class is open to all Yolo County Employees Description: Daily exercise plays a key role in maintaining good health and managing weight. Exercise also assists in stress reduction, promotes healthy sleep, and increases feelings of well-being. This workshop will focus on fitness and exercise and help participants develop a workout plan. Learning Objectives: After the workshop, participants should be able to reduce unhealthy behaviors; identify ways to minimize health risks; Understand the basic aspects of fitness; create an exercise program that meets individual needs; and describe the benefits of exercise.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3000	1/22/2019	1/22/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

858 Practices & Tips for Informed Parents

YTA

Prerequisites: None - This class is open to all employees. >>Description: Unfortunately, kids don't come with a manual and adults aren't required to take a 'road' test before being issued a parenting license. That's the bad news. The good news is that parents can further develop their skills by learning about significant child-rearing practices, effective parenting styles, and focusing on their own self-development! >>Learning Objectives: After the workshop, participants should be able to review recent research on significant child-rearing practices; discuss the importance of a parent's self-development; explore parenting styles and how they affect children; describe ways to teach self-awareness; and address noteworthy parenting tips.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3007	11/20/2018	11/20/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

Yolo Training Academy Course Catalog

Health & Wellness

860 Strategies for Working Parents

YTA

Prerequisites: None - This class is open to all employees. >>Description: When faced with the challenges of parenthood, many working parents feel guilty. The pressures and demands placed upon them are extraordinary, and many parents feel conflicted by the dual roles they must play. This workshop helps working parents explore strategies for achieving balance between the demands of work and family. >>Learning Objectives: After the workshop, participants should be able to challenge personal beliefs about the "perfect" parent; know how to deal with difficult times within the family group; balance competing demands, and manage work and family issues more effectively.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3010	1/31/2019	1/31/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	09:00 AM	11:00 AM		
3011	5/21/2019	5/21/2019	MHN Trainer	500A Jefferson Blvd, WSac, Community Rm
	09:00 AM	11:00 AM		

863 Walking for Health and Longevity

YTA

Prerequisites: None - This class is open to all employees. >>Description: Described by experts as "almost perfect exercise," regular walking can reduce health risks and improve stamina, energy, and life expectancy. Walking also helps you sleep better, relieve stress, and manage your weight. In this program, participants will create a personal plan to walk for health benefits. >>Learning Objectives: After the workshop, participants should be able to understand the benefits of regular walking; identify personal motivation for walking; and create a plan to reach 10,000 steps a day.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3014	9/11/2018	9/11/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	10:00 AM		
3015	3/28/2019	3/28/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	10:00 AM		

Yolo Training Academy Course Catalog

Health & Wellness

864 Weight Management

YTA

Prerequisites: None - This class is open to all employees. >>Description: According to the American Journal of Health Promotion, medical costs and absenteeism related to obesity can cost employers \$277,000 annually for every 1,000 employees. By gaining control of their weight, employees can improve the quality of their lives and boost their organization's bottom line. MHN's program provides information about nutrition and exercise basics to help participants reach – and maintain – a healthy weight. >>Learning Objectives: After the workshop, participants should be able to: assess needs and readiness for change in diet and fitness habits; create a diet/fitness plan; and apply strategies for maintaining motivation, such as identifying and developing relationships for ongoing support.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3016	11/6/2018	11/6/2018	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	01:30 PM	03:30 PM		

871 Family Communication

YTA

Prerequisites: None - This class is open to all employees. >>Description: It's not always easy for families to communicate well. Misunderstandings can develop in even the closest families, especially if parents fall back on unhealthy patterns that they learned when they were growing up. This program discusses the dynamics of communication within a family, and how to improve family interactions. >>Learning Objectives: After the workshop, participants should be able to enhance family communication skills; know how and when to communicate; identify changing communication needs as families evolve; and implement family meeting/conference guidelines.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2974	3/11/2019	3/11/2019	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	02:00 PM	04:00 PM		

874 Understanding the Housing Market

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join our lunch and learn to get up to date information on the current housing market (Buying, selling, renting, interest rates) and the forecast for 2019. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3033	9/12/2018	9/12/2018	PPG Trainer	625 Court St, Wld, Atrium Training Rm
	11:30 AM	12:30 PM		

Yolo Training Academy Course Catalog

Health & Wellness

874 Understanding the Housing Market

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join our lunch and learn to get up to date information on the current housing market (Buying, selling, renting, interest rates) and the forecast for 2019. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3034	9/12/2018	9/12/2018	PPG Trainer	625 Court St, Wld, Atrium Training Rm
	12:30 PM	01:30 PM		

875 Insuring your Home or Rental

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join our lunch and learn to get information on insurance for homeowners, renters, and disaster preparedness (fire, flood, earthquake). Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3035	11/27/2018	11/27/2018	PPG Trainer	See Description
	11:30 AM	12:30 PM		
3036	11/27/2018	11/27/2018	PPG Trainer	See Description
	12:30 PM	01:30 PM		

876 Home Amenities Your Investment Value

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join our lunch and learn to get information on how appraisers value your home, and improvements that can add value to your investment. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3037	2/26/2019	2/26/2019	PPG Trainer	500A Jefferson Blvd, WSac, River City Rm
	11:30 AM	12:30 PM		
3038	2/26/2019	2/26/2019	PPG Trainer	500A Jefferson Blvd, WSac, River City Rm
	12:30 PM	01:30 PM		

Yolo Training Academy Course Catalog

Health & Wellness

877 Credit 101

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join our lunch and learn to get information on how credit is evaluated, how to remove / dispute erroneous information, and steps to improve your credit score. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3039	5/28/2019	5/28/2019	PPG Trainer	25 N Cottonwood St, Wld, Davis Rm
	11:30 AM	12:30 PM		
3040	5/28/2019	5/28/2019	PPG Trainer	25 N Cottonwood St, Wld, Davis Rm
	12:30 PM	01:30 PM		

878 Basics of 457 Plans

YTA

Prerequisites: None - This class is open to all employees. >>Description: While the sooner you start saving the better, sometimes you need a boost. Your 457 deferred compensation plan provides you with a convenient way to save and tax benefits. You control how much you save and your investments. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3041	10/24/2018	10/24/2018	ICMA-RC Trainer	625 Court St, Wld, Rm106
	12:00 PM	01:00 PM		

879 Pitfalls of Retirement Loans

YTA

Prerequisites: None - This class is open to all employees. >>Description: The decision to take a loan from your employer's retirement plan should be part of a well-thought-out plan. While a loan can provide meaningful benefits, there are important risks to consider. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3042	11/28/2018	11/28/2018	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

Yolo Training Academy Course Catalog

Health & Wellness

880 It's Not Too Late to Save

YTA

Prerequisites: None - This class is open to all employees. >>Description: When life gets in the way and you haven't saved enough, you can procrastinate, despair, or take action. We'll review a number of steps you can take to get back on track. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3043	12/11/2018	12/11/2018	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

881 How to Pay Off and Prevent Debt

YTA

Prerequisites: None - This class is open to all employees. >>Description: Don't let debt weigh you down. You need a plan to pay it down wisely and in a way that doesn't negatively impact your other financial goals. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3044	1/23/2019	1/23/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

882 Saving for College

YTA

Prerequisites: None - This class is open to all employees. >>Description: Saving in advance for college helps keep student loan debt manageable. We'll review savings strategies and vehicles that can help keep college costs under control without negatively impacting your overall finances. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3045	2/27/2019	2/27/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

Yolo Training Academy Course Catalog

Health & Wellness

883 Emergency Fund Savings

YTA

Prerequisites: None - This class is open to all employees. >>Description: When life inevitably gets in the way and the unexpected bills come due, an emergency fund can be a lifesaver. It can help relieve stress and avoid debt or drawing from your retirement savings. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3046	3/27/2019	3/27/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

885 Estate Planning for Everyone – Key Docs

YTA

Prerequisites: None - This class is open to all employees. >>Description: Estate planning is not just for the wealthy. It's about ensuring your assets go to whom and when you want; protecting and controlling assets if you become incapacitated; and clearly communicating your opinions and decisions in order to minimize confusion, stress, and fighting among loved ones. You can build an effective estate plan around some key documents. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3048	5/22/2019	5/22/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

886 Your Saving & Investing Goals

YTA

Prerequisites: None - This class is open to all employees. >>Description: Whether you're just starting out or need to make sure you're still on track, setting goals related to how much you save and how you invest is key to a better financial future. We'll explore how to make these goals more real and realistic. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3049	6/26/2019	6/26/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

Yolo Training Academy Course Catalog

Health & Wellness

887 Flood Preparedness

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join this lunch-n-learn presentation to get tips on how to best prepare for a flood including what is covered under a property policy and what is not. Presentation last ~25 minutes followed by Q&A. Complimentary pizza and salads will be served for lunch. Additionally, receive a free auto safety tool and enter a raffle for a Catastrophe Preparedness Kit.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3050	12/12/2018 12:30 PM	12/12/2018 01:30 PM	Liberty Mutual Trainer	625 Court St, Wld, Atrium Training Rm

888 Wildfire Preparedness

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join this lunch-n-learn presentation to learn smart ways to prepare for a wildfire in your area that will include what to do now and what to do when the fire is close. Presentation last ~25 minutes followed by Q&A. Complimentary sandwiches will be served for lunch. Enter a raffle for a Catastrophe Preparedness Kit and a Disaster Kit.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3051	3/13/2019 11:30 AM	3/13/2019 12:30 PM	Liberty Mutual Trainer	See Description
3053	3/13/2019 12:30 PM	3/13/2019 01:30 PM	Liberty Mutual Trainer	See Description

889 Insurance 101

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join this lunch-n-learn presentation to review the basics of auto and property coverage in order to understand the coverages listed on your policy as well as ways you can save money. Presentation last ~35 minutes followed by Q&A. Complimentary sandwiches will be served for lunch. Additionally, receive helpful giveaways to keep in your car and enter a raffle for a Roadside Emergency Kit.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3054	6/12/2019 11:30 AM	6/12/2019 12:30 PM	Liberty Mutual Trainer	25 N Cottonwood St, Wld, Davis Rm
3055	6/12/2019	6/12/2019	Liberty Mutual Trainer	25 N Cottonwood St, Wld, Davis Rm

Yolo Training Academy Course Catalog

Health & Wellness

889 Insurance 101

YTA

Prerequisites: None - This class is open to all employees. >>Description: Join this lunch-n-learn presentation to review the basics of auto and property coverage in order to understand the coverages listed on your policy as well as ways you can save money. Presentation last ~35 minutes followed by Q&A. Complimentary sandwiches will be served for lunch. Additionally, receive helpful giveaways to keep in your car and enter a raffle for a Roadside Emergency Kit.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
	12:30 PM	01:30 PM		

884 Investing in Retirement Basics

YTA

Prerequisites: None - This class is open to all employees. >>Description: Whether you're just starting out in your career or need a refresher, this seminar serves as a discussion point for your retirement portfolio. It introduces basic investing concepts, including risk, asset allocation, diversification, rebalancing, market timing and dollar-cost averaging. Grab your lunch and join this brown bag presentation to learn more.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3047	4/24/2019	4/24/2019	ICMA-RC Trainer	625 Court St, Wld, Atrium Training Rm
	12:00 PM	01:00 PM		

Integrity & Ethics

570 Ethics and Workplace Civility

YTA

Prerequisites: None - This class is open to all employees. >>Description: This course introduces a model for ethical decision-making that can reinforce an ethical culture in the workplace. We will provide tips on how to behave in order to sustain a supportive and respectful work environment. >>Learning Objectives: Enhanced ethical decision-making and behaviors

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2970	9/18/2018	9/18/2018	J.Brown	625 Court St, Wld, Atrium Training Rm
	01:00 PM	04:00 PM		
2971	11/29/2018	11/29/2018	J.Brown	25 N Cottonwood St, Wld, Community Rm

Yolo Training Academy Course Catalog

Integrity & Ethics

570 Ethics and Workplace Civility

YTA

Prerequisites: None - This class is open to all employees. >>Description: This course introduces a model for ethical decision-making that can reinforce an ethical culture in the workplace. We will provide tips on how to behave in order to sustain a supportive and respectful work environment. >>Learning Objectives: Enhanced ethical decision-making and behaviors

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
	09:00 AM	12:00 PM		
2972	2/27/2019	2/27/2019	J. Brown	625 Court St, Wld, Atrium Training Rm
	09:00 AM	12:00 PM		
2973	3/14/2019	3/14/2019	J. Brown	500A Jefferson Blvd, WSac, River City Rm
	02:00 PM	05:00 PM		

Leadership

892 "The Yolo Way" Train-the-Trainer

YTA

Prerequisites: This class is open to all employees but due to the course commitment, Supervisor recommendation is required. >>Description: Do you have a special set of skills or knowledge that others can benefit from? Are you eager to learn how to teach your peers in a classroom setting? This is the course for you! With Train-the-Trainer, participants learn how to train "The Yolo Way." These recommended training and presentation techniques will assist in consistent development and delivery of your training material. Participants will attend a full-day course (Part 1 of 2) and then, using acquired knowledge, will work collaboratively with a group to develop a two-hour training course to be presented (Part 2 of 2) approximately 8 weeks later to the original training cohort. This developed course may later be added to the Yolo Training Academy! >>Learning Objectives: After the workshop, participants should be able to: understand the basics of adult learning, course design and development, instructional methods and presentation skills.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3065	8/30/2018	8/30/2018	Brown/Estrada/Neuvert	625 Court St, Wld, Atrium Training Rm
	08:00 AM	05:00 PM		
3066	10/29/2018	10/29/2018	Brown/Estrada/Neuvert	625 Court St, Wld, Atrium Training Rm
	08:00 AM	05:00 PM		

Yolo Training Academy Course Catalog

Professional Development

832 Procurement: Policies, Travel, CALCards

YTA

Procurement Policies, Use of Procurement Cards, and Travel Policies---Prerequisites: Open to all employees, especially, Dept. Head/Assistant, Operational/Program/Financial Managers or Staff. Description: This course is designed for staff that participate in the purchasing process including purchase card or booking of travel within the County. Learning Objectives: This course will give a broad overview of the County purchasing system and the manner in which items should be purchased in accordance with existing county policies.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2955	9/24/2018	9/24/2018	R.Pistochini & J.Iverson	625 Court St, Wld, Atrium Training Rm
	01:00 PM	03:00 PM		

833 Master Fees/Cost Recovery/A-87 Cost Plan

YTA

Master Fees, County Cost Recovery Policies & A-87 Cost Plan---Prerequisites: Open to all employees, especially, Dept. Head/Assistant, Operational/Program/Financial Managers or Staff. Description: The course is designed for staff responsible for setting and preparing departmental fees. Learning Objectives: Learn and understand the process as well as existing County policies on cost recovery and how fees interact with the County A-87 Cost Allocation Plan.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2956	10/11/2018	10/11/2018	T.Haynes & C.Rinde	625 Court St, Wld, Atrium Training Rm
	01:00 PM	04:00 PM		

834 Understanding County Budget Process

YTA

How To Best Use County Financial Report---Prerequisites: Open to all employees, especially, Dept. Head/Assistant, Operational/Program/Financial Managers or Staff. >>Description: This course is designed for those who desire a broader understanding of the Yolo County Budget Process. >>Learning Objectives: Gain a broad understanding of the process associated with the County operational and capital budget development.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2957	11/9/2018	11/9/2018	T.Haynes	625 Court St, Wld, BOS Chambers
	10:00 AM	12:00 PM		

Yolo Training Academy Course Catalog

Professional Development

835 Uniform Grant Guidance (2 CFR Part 200)

YTA

Uniform Grant Guidance (2 CFR Part 200)---Prerequisites: Open to all employees, especially, Dept. Head/Assistant, Operational/Program/Financial Managers or Staff. Description: This course provides an overview of the Uniform Grant Guidance (2 CFR Part 200) (Formerly OMB A-133). Learning Objectives: Achieve a high-level understanding of the Uniform Grant Guidance (2 CFR Part 200), instructor will walk participants through the OMB website while navigating around broad perspectives of governing rules pertaining to federal grant administration.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2958	11/29/2018	11/29/2018	M.Khoshmashrab	625 Court St, Wld, Atrium Training Rm
	01:00 PM	03:00 PM		

836 Fixed Asset/Capital Project/Lease Acctng

YTA

Fixed Asset, Capital Project Accounting, and Lease Accounting---Prerequisites: Open to all employees, especially, Financial Managers or Staff. Description: This course offers practical training on County capital assets, County capital projects and leases. Learning Objectives: Gain understanding of accounting, tracking, and inventory of capital assets and capital projects. This course will also cover tracking and accounting for Leases which may be for either capital or operational purposes.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2959	12/13/2018	12/13/2018	J.Iverson & S.Xiong	625 Court St, Wld, Atrium Training Rm
	10:00 AM	12:00 PM		

837 Risk Assessment & Internal Controls

YTA

Risk Assessment & Understanding Internal Controls---Prerequisites: Open to all employees, especially, Dept. Head/Assistant, Operational/Program/Financial Managers or Staff. Description: This course offers a broad understanding of organizational risk assessment and internal controls related to County areas of operations. Learning Objectives: Develop a broad understanding of assessing operational, finance or organizational risk and gain an overview of internal controls in order to mitigate certain identified risks.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2960	1/17/2019	1/17/2019	M.Khoshmashrab	625 Court St, Wld, Atrium Training Rm
	10:00 AM	12:00 PM		

Yolo Training Academy Course Catalog

Professional Development

838 Cash Handling

YTA

Cash Handling---Prerequisites: Open to all employees, especially, Operational/Program/Financial Managers or Staff. >>Description: This course is designed for County staff that perform cash handling or management of cash (including checks and other negotiable items) as part of their job duties. >>Learning Objectives: This course will teach County policies and procedures related to cash handling as well as best practices for safeguarding and handling cash resources.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2961	2/21/2019	2/21/2019	E.Burnham	625 Court St, Wld, Atrium Training Rm
	10:00 AM	12:00 PM		

839 Using the County Financial Report

YTA

How To Best Use County Financial Report---Prerequisites: Open to all employees, especially, Operational/Program/Financial Managers or Staff. Description: This course is an overview of the County Comprehensive Annual Financial Report (CAFR). The CAFR is the Financial Report which is the culmination of all county financial activity and is used by County management, board and external agencies to determine the County's fiscal performance for prior periods. Learning Objectives: Gain a broad understanding of the CAFR and its uses.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2962	3/14/2019	3/14/2019	J.Iverson	625 Court St, Wld, Atrium Training Rm
	01:00 PM	03:00 PM		

840 Account Receivable Management, Collectio

YTA

Account Receivable Management, Collection and Discharge of Accountability---Prerequisites: Open to all employees, especially, Operational/Program/Financial Managers or Staff. >>Description: This course covers the management, collection and tracking of accounts receivable. >>Learning Objectives: Gain an understanding of the lifecycle of a receivable from inception through hopefully collection (or discharge if needed). Receive an overview of County policies related the accounts receivable function.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2963	4/5/2019	4/5/2019	E.Burnham & J.Iverson	625 Court St, Wld, Atrium Training Rm
	10:00 AM	12:00 PM		

Yolo Training Academy Course Catalog

Professional Development

841 Financial Data Analytics

YTA

Financial Data Analytics---Prerequisites: Open to all employees, especially, Financial Managers or Staff. Description: This course is designed for analytical staff or financial staff that perform financial analysis in their roles. Learning Objectives: Gain tools/resources/methods of financial data analysis; receive guidance from the County's internal audit division; develop a broad overview of the ways to create and approach a robust data analysis project.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2964	5/9/2019	5/9/2019	N.Mora-Beltran	625 Court St, Wld, Atrium Training Rm
	10:00 AM	12:00 PM		

842 Closing Books & Prepping External Audit

YTA

Closing The Books and Preparing for an External Audit---Prerequisites: Open to all employees, especially, Financial Managers or Staff. Description: This course shares an overview of the processes and record management practices to successfully close County Books and prepare for an external audit. Learning Objectives: Learn the process to close the County accounting system and books; understand how the records process is essential in preparing external audits; and learn how to support your Department when preparing for an external audit.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2965	6/6/2019	6/6/2019	J.Iverson	625 Court St, Wld, Atrium Training Rm
	01:00 PM	03:00 PM		

Yolo Training Academy Course Catalog

Safety & Security

792 Sexual Harassment Prevention

YTA

Prerequisites: This class is designed for supervisors and managers. Description: All employees deserve a work environment free of harassment. State law mandates that all supervisors receive sexual harassment prevention training within 6 months of assuming supervisory duties and they must attend refresher training every 2 years thereafter. The required two hour course may be completed online (see Yolo County Mandatory Training Resources) or in a live class such as this one. While the County requires all employees attend harassment prevention training, this course is designed for supervisors/managers. Learning Objectives: Harassment prevention will educate you on acceptable behavior in the workplace, how to address harassment when, and if, it exists, and your rights and the rights of others, as it relates to harassment. This training will also meet state-mandated requirements that all supervisors receive sexual harassment training.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2992	9/5/2018	9/5/2018	R.Martinez	25 N Cottonwood St, Wld, Community Rm
	09:00 AM	11:00 AM		
2993	2/26/2019	2/26/2019	R. Martinez	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		
2994	6/12/2019	6/12/2019	R.Martinez	500A Jefferson Blvd, WSac, River City Rm
	02:00 PM	04:00 PM		

855 Maintaining Personal Safety

YTA

Prerequisites: None - This class is open to all employees. >>Description: Every employee has a right to feel safe before, during, and after work. While acts of extreme workplace violence are less common than is popularly believed, disruptions and threats are a serious concern. Through preparation and personal awareness, employees can support management efforts to maintain a safe workplace. This workshop highlights potential risks in the workplace and provides strategies to enhance safety on and off the job. >>Learning Objectives: After the workshop, participants should be able to recognize the types and levels of workplace violence; understand what employees can do to reduce the risk of violence; address challenging behaviors and potential conflict situations; and identify internal and external resources to enhance workplace violence prevention efforts.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3004	12/4/2018	12/4/2018	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	01:30 PM	03:30 PM		
3005	6/12/2019	6/12/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm

Yolo Training Academy Course Catalog

Safety & Security

855 Maintaining Personal Safety

YTA

Prerequisites: None - This class is open to all employees. >>Description: Every employee has a right to feel safe before, during, and after work. While acts of extreme workplace violence are less common than is popularly believed, disruptions and threats are a serious concern. Through preparation and personal awareness, employees can support management efforts to maintain a safe workplace. This workshop highlights potential risks in the workplace and provides strategies to enhance safety on and off the job. >>Learning Objectives: After the workshop, participants should be able to recognize the types and levels of workplace violence; understand what employees can do to reduce the risk of violence; address challenging behaviors and potential conflict situations; and identify internal and external resources to enhance workplace violence prevention efforts.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
	02:00 PM	04:00 PM		

868 Work Violence Prevention for Employees

YTA

Prerequisites: None - This class is open to all employees. >>Description: Workplace safety has become a major concern for management and employees. While workplace violence is less common than is popularly believed, disruptions and threats must be taken seriously. Early intervention helps prevent more serious acts. This workshop discusses common behaviors associated with workplace violence, ways employees can help reduce the risk of violence in the workplace, and strategies they can use to obtain help. >>Learning Objectives: After the workshop, participants should be able to recognize the types and levels of workplace violence; understand what employees can do to reduce the risk of violence; apply strategies to address challenging behaviors and potential conflict situations; and Identify internal and external resources to enhance workplace violence prevention efforts.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3020	10/2/2018	10/2/2018	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	01:00 PM	03:00 PM		
3021	2/21/2019	2/21/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Safety & Security

869 Workplace Violence Prevention (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Workplace safety has become a major concern for management and employees. While workplace violence is less common than is popularly believed, disruptions and threats must be taken seriously. Early intervention helps prevent more serious acts. In this workshop, managers and supervisors will learn about common behaviors associated with workplace violence, how to reduce the risk of violence in the workplace, and strategies for defusing potentially violent situations. >>Learning Objectives: After the workshop, participants should be able to recognize the types and levels of workplace violence; understand what the organization can do to reduce the risk of violence; apply strategies to address challenging behaviors and potential conflict situations; and identify internal and external resources to enhance workplace violence prevention efforts.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3022	10/2/2018 03:00 PM	10/2/2018 05:00 PM	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
3023	2/19/2019 09:00 AM	2/19/2019 11:00 AM	MHN Trainer	25 N Cottonwood St, Wld, Community Rm

Supervision

694 Progressive Discipline

YTA

Prerequisites: This class is designed for supervisors and managers. Description: A primer on performance management and progressive discipline, this course helps supervisors and managers understand their responsibilities for completing regular employee performance evaluations, recognizing and rewarding excellence, ensuring training for improved performance and promotional opportunities, and providing counseling and disciplinary action when necessary for substandard job performance or misconduct. Learning Objectives: an understanding of the system, roles and responsibilities of all stakeholders and the evaluation process; common discipline, the steps involved, and all the related processes/rights involved in progressive discipline.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2986	1/17/2019 09:00 AM	1/17/2019 11:00 AM	G.Rowland & R.Martinez	500A Jefferson Blvd, WSac, River City Rm
2987	5/9/2019	5/9/2019	G.Rowland & R.Martinez	137 N Cottonwood St, Wld, Thomson Rm

Yolo Training Academy Course Catalog

Supervision

694 Progressive Discipline

YTA

Prerequisites: This class is designed for supervisors and managers. Description: A primer on performance management and progressive discipline, this course helps supervisors and managers understand their responsibilities for completing regular employee performance evaluations, recognizing and rewarding excellence, ensuring training for improved performance and promotional opportunities, and providing counseling and disciplinary action when necessary for substandard job performance or misconduct. Learning Objectives: an understanding of the system, roles and responsibilities of all stakeholders and the evaluation process; common discipline, the steps involved, and all the related processes/rights involved in progressive discipline.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
	09:00 AM	11:00 AM		

782 Delegation: Successful Management Skills

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Managers frequently hold heavy workloads, tasked with overseeing the day-to-day functions of their business units while increasing the efficiency and productivity of those functions. Through the act of delegation, managers can reduce their work load and save time so that energy can be concentrated on critical tasks. This workshop discusses effective delegation strategies and techniques that can contribute to enhanced work unit effectiveness and efficacy. >>Learning Objectives: After the workshop, participants should be able to discuss the benefits of delegation; explore why many leaders don't delegate; identify what to delegate; explain the different aspects of situational leadership; describe the process of successful delegation.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2979	1/23/2019	1/23/2019	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Supervision

852 Skills for Effective Management (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Research continues to show that an employee's direct manager or supervisor has an enormous impact on morale and job satisfaction. This workshop will examine the multiple roles and responsibilities of effective management – such as coach, team leader, and change agent. >>Learning Objectives: After the workshop, participants should be able to understand the roles and responsibilities of the supervisor; understand the qualities, skills, and aptitudes of an effective manager; provide constructive feedback and motivation; and identify common management pitfalls.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2999	9/12/2018	9/12/2018	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	09:00 AM	11:00 AM		

854 Intergenerational Communication (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: For the first time in American history, there are five different generations working side-by-side in the workplace. With this age diversity comes the issue of distinct generations – the Traditionalists, the Baby Boomers, Gen X, Gen Y, and Gen Z – working together and sometimes colliding as their paths cross. This workshop addresses how to deal with the unique communication issues that can arise when the different generations (with diverse values, ideas and ways of getting things done) come together in the workplace. >>Learning Objectives: After the workshop, participants should be able to identify the five generations in the workplace, and define them by experiences and events; know the similarities and differences in values and potential outcomes of generational interaction; apply strategies for effective cross-generational communication; and identify important aspects of effective communication and develop techniques for positive workplace interactions.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3002	5/30/2019	5/30/2019	MHN Trainer	625 Court St, Wld, Atrium Training Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Supervision

849 Effective Facilitation Techniques (M/S)

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Facilitation is the art of bringing people together to achieve a common goal – helping them explore, learn, and change. As a tool for improving a group's process and structure, effective facilitation is a valuable skill for managers and supervisors. This workshop will enhance managers' knowledge and skill sets as facilitators. A minimum of four hours is recommended for this workshop. >>Learning Objectives: After the workshop, participants should be able to: discuss the basics of the group facilitation process; review communication and effective listening techniques; learn about different group facilitation techniques; and identify potential problem areas (and their remedies) in facilitating the group dynamic.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2984	3/22/2019	3/22/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	09:00 AM	11:00 AM		

Teamwork

845 Building Effective Teams for M/S

YTA

Prerequisites: This class is designed for supervisors and managers. >>Description: Successful teams don't just happen – They require planning, skill, and careful execution. Managers and supervisors will learn to identify the characteristics of effective teamwork and recognize the signs of a team in trouble. This workshop examines the components of successful team building in the workplace. >>Learning Objectives: After the workshop, participants should be able to know how to develop effective teams; identify key elements of successful teams; identify key skills for team members and leaders; and modify work styles for team effectiveness.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2975	1/9/2019	1/9/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	02:00 PM	04:00 PM		

Yolo Training Academy Course Catalog

Teamwork

847 Creating a Respectful Work Environment

YTA

Prerequisites: None - This class is open to all employees. >>Description: A positive, respectful work environment is critical to job performance, satisfaction and wellbeing. Managers and supervisors are role models who set the tone and show employees which behavior and communication styles are and are not acceptable. This workshop addresses the manager's need to set workgroup expectations and maintain employee accountability for respectful, professional, and productive workplace behaviors. >>Learning Objectives: After the workshop, participants should be able to discuss the benefits of a professional, respectful work environment; build awareness of personal behavior in the workplace and communicate clear behavioral standards; review relevant employment policies/ guidelines; identify behaviors that enhance workplace respect and model behaviors of appropriate workplace conduct; and maintain employee accountability and address issues as they arise.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
2977	10/23/2018	10/23/2018	MHN Trainer	137 N Cottonwood St, Wld, Thomson Rm
	01:30 PM	03:30 PM		
2978	4/19/2019	4/19/2019	MHN Trainer	25 N Cottonwood St, Wld, Community Rm
	09:00 AM	11:00 AM		

865 Working in Teams

YTA

Prerequisites: None - This class is open to all employees. >>Description: A team that works well together is likely to be successful and productive. This program examines the characteristics and dynamics of a successful team. Participants learn how to enhance their teams by building trust, clarifying goals, assessing progress, solving problems, defining roles, and communicating effectively with one another. >>Learning Objectives: After the workshop, participants should be able to understand how effective teams develop; name the key elements of successful teams; know the advantages of team problem-solving; and identify key skills for team members and leaders.

<i>Code</i>	<i>From</i>	<i>To</i>	<i>Instructor</i>	<i>Location</i>
3017	1/8/2019	1/8/2019	MHN Trainer	137 N Cottonwood St, Wld, Walker Rm
	09:00 AM	11:00 AM		