



Quarterly Training Calendar: April, 2017 – July, 2017
Enrollment begins April 15, 2017

For more information about this calendar or any of the available courses or to enroll, please contact the Training and Organizational Development Division (T.O.D.D.) at 314.622.5763. Unless otherwise noted, all courses are held at the Carnahan Courthouse, 1114 Market Street, St. Louis, MO 63101.

	April	May	June	July
MANDATORY COURSES				
New Employee Orientation	Wed., 19 9:00 – 1:00 p.m. Rm. 919	Wed., 3 or 17 9:00 – 1:00 p.m. Rm. 919	Wed., 7 or 21 9:00 – 1:00 p.m. Rm. 919	Wed., 12 or 26 9:00 – 1:00 Rm. 919
Admin. Reg. 117			Mon., 5 9:00 – Noon Rm 919	
Defensive Driving		Wed., 17 8:30 -12:30 p.m. Rm. 929	Thurs., 15 8:30-12:30 p.m. Rm. 929	Thurs., 6 8:30 – 12:30 Rm. 929
Effective Supervisory Practices (8 part series)			Tues.,6,13,20,27 & Thurs.,8,15,22,29 9:00 – 11:00a.m 1520 Market Rm 1	
Ethics		Mon., 15 9:00 – Noon Rm. 929	Fri., 16 9:00 – Noon Rm. 919	Tues., 18 9:00 – Noon Rm. 919
City Policies and Procedures (2 part series)			Mon., 12 & 19 9:00 – Noon Rm. 919	Fri., 14 & 21 9:00 – Noon Rm. 919
Drug and Alcohol			June., 7 9:00 – Noon Rm 929	
Harassment	Mon., 17 9:00 – Noon 1520 Market Rm 1	Thurs., 18 9:00 – Noon Rm. 919	Wed., 14 9:00 - Noon Rm. 919	Mon., 17 9:00 – Noon Rm 919
Service Rating Manual	Thurs., 27 9:00 – Noon Rm. 919		Fri., 9 900 – Noon Rm. 919	
Workplace Violence	Wed., 19 9:00 – Noon Rm . 929	Wed., 31 9:00 – Noon Rm 929	Wed., 21 9:00 – Noon Rm. 929	Wed., 19 9:00 – Noon Rm. 929
OPEN ENROLLMENT COURSES				
Attitude Virus	Wed., 26 9:00 – Noon Rm 929	Fri., 26 9:00 – Noon Rm. 929	Wed., 28 9:00 – Noon Rm. 929	Wed., 26 9:00 – Noon Rm. 929

Safety Awareness	Thurs., 20 9:00 – Noon Rm. 929			
CPR/AED		Tues., 16 9-11 am or 1:30- 3:30pm 1421 N. Jefferson (Headquarters)		
Anger Management		Wed., 31 9:00 – Noon Rm.919	Mon., 12 9:00 – Noon Rm. 919	Thurs., 13 9:00 – Noon Rm 919
Dealing With Conflict		Thurs., 25 9:00 – Noon Rm 919	Fri., 16 9:00 – Noon Rm. 929	Thur., 27 9:00 – Noon Rm 919
Emotional Intelligence		Tues., 9 9:00 – Noon Rm. 919	Tues., 6 9:00 – Noon Rm. 929	Tues., 25 9:00 – Noon Rm. 919
Customer Service Practices		Thurs., 11 9:00 Noon Rm 919	Fri., 30 9:00 – Noon Rm 919	
HIPAA		Fri., 12 9:00 – 11:00 Rm. 919		

COMPUTER COURSES

Excel Level I			Fri., 23 9:00 – 1:00 Rm. 935	
Excel Level II			Fri., 30 9:00 – 1:00 Rm. 935	
Google				