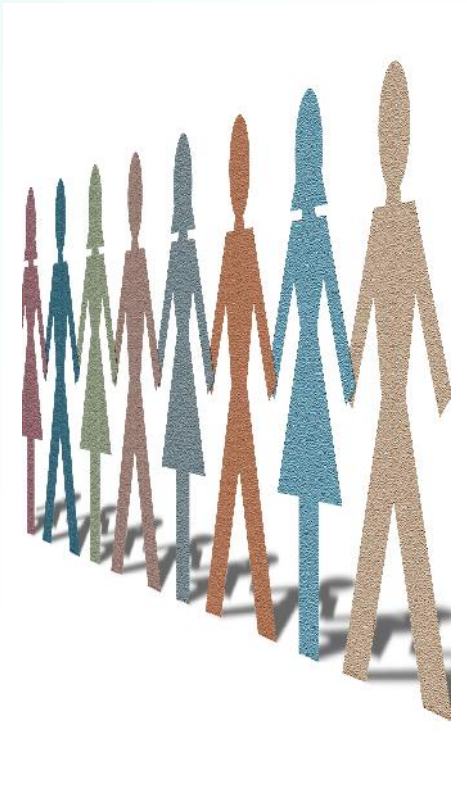




City of San Rafael

2013 EMPLOYEE TRAINING PROGRAM



Schedule of Classes



MISSION STATEMENT

The Mission of the City of San Rafael is to enhance the quality of life and to provide for a safe, healthy, prosperous and livable environment in partnership with the community.

VISION STATEMENT

Our vision for San Rafael is to be a vibrant economic and cultural center reflective of our diversity, with unique and distinct neighborhoods in a beautiful natural environment, sustained by active and informed residents and a responsible innovative local government.

TRAINING PROGRAM VALUE AND COMMITMENT

Employee engagement and productivity has never been more critical. Investing in the personal and professional growth of our valued City employees will help us navigate through this challenging economic time and will support a successful recovery. Your job satisfaction is very important to the City. Each of you contributes to the ongoing success the City has enjoyed in providing quality public service. My hope is that these trainings will provide you with valuable insight and new ideas that will enable you to meet the daily challenges of working for the City and the community at large.

- Jim Schutz, Assistant City Manager

ABOUT THE PROGRAM

The City of San Rafael is pleased to offer a comprehensive training program that includes a broad range of training opportunities designed to enhance your personal and professional growth and development. The courses that are offered incorporate feedback received from last year's training program as well as the recommendations made by many of you throughout the year. Mandated courses such as harassment training and driving safety are also part of the curriculum. The program includes courses that promote physical, emotional, nutritional and financial well being to assist with maintaining a balanced lifestyle. Whether you are interested in acquiring new skills, sharpening those you already have, or advancing your leadership potential, you will find courses designed to help you develop personally and professionally.

We encourage you to work with your supervisors to develop your individual training plan for the year. You may want to refer to your last performance evaluation for suggested topics. Additional trainings may be made available during the year based on need and availability. We invite you to check the intranet at <https://intranet.cityofsanrafael.org/default.aspx> for the most current listings posted on the HR page and under the Training Calendar tab. As you will see when you review this training catalog, some of the courses will be taught by City employees, which saves a substantial amount in training costs. We sincerely appreciate the support of our staff and thank those who are giving their time and resources to conduct the training sessions.

Please take some time to review the courses being offered and plan your schedule accordingly. Any questions or feedback about this program should be addressed to human.resources@cityofsanrafael.org. We look forward to seeing you in many of these courses and wish you the best in your career development.

- Human Resources Staff

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APPENDIX A - SUMMARY OF 2013 TRAINING SCHEDULE

PROGRAM OVERVIEW

The purpose of the Citywide Training Program is to provide employees with ongoing training and development opportunities that help support and promote the City's mission, vision and values and are consistent with the City Council's goals for sustaining essential services and organizational excellence.

Citywide Training Mission

To provide employees with ongoing training opportunities in skills and resources necessary to better perform their jobs, achieve career goals, and provide the standard of excellence in customer service aligned with the City's mission of serving the community.

While the Citywide Training Program offers a wide variety of topics, it does not cover all training needs throughout the City. Citywide training includes those which can be applied across departments. Departments will continue to address training needs specific to the unique classifications of their employees. For example, a safety training on using motorized tools would be provided by the specific department(s) for employees that utilize those tools.

REGISTRATION & TRAINING LOCATIONS

The Human Resources department will send out a reminder with registration instructions before each course offering. City-sponsored trainings are offered at one of three locations:

San Rafael City Hall
Council Chambers
1400 Fifth Avenue
San Rafael, CA 94901

Public Works Corp Yard
1111 Morphew Street
San Rafael, CA 94901

San Rafael City Hall
CDD Conference Room
1400 Fifth Avenue, 3rd Floor
San Rafael, CA 94901

This catalog also contains information on trainings offered by the Sonoma Marin Employment Relations Consortium which are held at the Sonoma Mountain Village located at 1400 Valley House Drive in Rohnert Park.

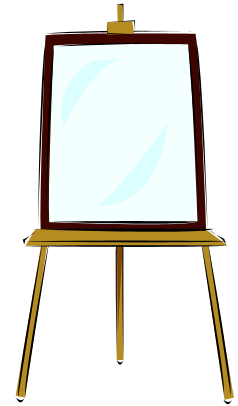
For more information, to register for any of the classes offered in this catalog or to suggest topics for future trainings, please contact the Human Resources department at human.resources@cityofsanrafael.org or 485-3391.



CLASS OFFERINGS

We are pleased to invite you to participate in learning and development opportunities offered through the City's Training Program.

The training program is divided into three categories: **General Training, Safety Training and Wellness Training**. Each category offers a variety of workshops encompassing a broad range of skill sets, enabling employees to choose individual workshops based on their own specific needs and interests. We encourage your participation and welcome your feedback. Please clear all attendance with your supervisor before registering for courses during work hours.



PROFESSIONAL DEVELOPMENT

Harassment – Mandatory for Supervisors

The Fair Employment and Housing Act (FEHA) prohibits sexual harassment toward California employees and job applicants. Furthermore, it is the City's intent and purpose to provide all officials, employees, applicants, and contractors with an environment that is free from any form of harassment, discrimination or retaliation. Although California regulations recommend sexual harassment training for all employees, this training is REQUIRED for all supervisors.



**Now available
online!!**

ALL Directors, Mid-Managers and Supervisors must participate in a minimum of two hours of training, once every two years. HR maintains a list of all employees who are required to take the training and **will notify each department of employees who must take the training this year.**

Participation for non-supervisory employees is strongly recommended every two years and certainly at least once during their employment with the city. **To request registration for the online course, please e-mail Human Resources at human.resources@cityofsanrafael.org.**

Sonoma/Marin Employment Relations Consortium

Liebert Cassidy Whitmore offers the Sonoma/Marin area ERC. An ERC is a number of local agencies in a geographic area joining together for the purpose of securing quality employment relations training, consultation and informational services on a very economical basis.

All workshops will be held at the **Sonoma Mountain Village in Rohnert Park**. Notifications and sign up information for each session will be sent out via e-mail from Human Resources. **Registration deadline is approximately 2 weeks before the training date.**

WEDNESDAY, SEPTEMBER 18, 2013

Prevention and Control of Absenteeism and Abuse of Leave

Time: 9:00 am – 12:00 pm

Audience: Supervisors and Managers

Workplace Bullying: A Growing Concern

Time: 1:00 pm – 4:00 pm

Audience: Supervisors and Managers



WEDNESDAY, OCTOBER 23, 2013

Performance Management: Evaluation, Documentation and Discipline

Time: 9:00 am – 12:00 pm

Audience: Supervisors and Managers

Managing the Marginal Employee

Time: 1:00 pm – 4:00 pm

Audience: Supervisors and Managers

CPS HR Consulting Webinar Series

Every third Wednesday of the month, CPS HR Consulting hosts a free, information-rich webinar on trending topics. Check out this upcoming session and sign up to be notified of future webinars.

Leveraging the Power: Employee Engagement in the Public Sector

Date: Wednesday, July 17th
Time: 11:00 am – 12:00 pm
Location: CDD Conference Room
Audience: All City employees

Sign up at http://www.cps.ca.gov/resources_webinar.html. You can also view previous webinar recordings and download handouts. Past topics include: *Coaching Difficult Situations*, and *Leadership or Management? Which are you doing?*

Register directly or email human.resources@cityofsanrafael.org for assistance.

Brown Bag Seminar Series

Join us for a series of lunchtime seminars facilitated by our very own City staff on areas of general interest. **These seminars are available to ALL CITY EMPLOYEES.**

Homeless

This workshop is being offered as part of San Rafael's Homeless Awareness Month. Please join us to learn about the City's response to the complex issue of homelessness in our community. We will discuss the City's homeless action plan, Marin County's federally mandate 10 year plan, and other County initiatives. Learn about efforts to create safe & welcoming public spaces, including enforcing appropriate behavior in City facilities and our Downtown. Learn about strategies to work effectively with members of the street community and the services available in the community.

Date: Wednesday, June 19th
Time: 12:00 pm – 1:00 pm
Location: Council Chambers

Presented by the Economic Development Department and the San Rafael Police Department including the City's new Mental Health Outreach Coordinator and Downtown officers.

Contracts & Staff Reports from A to Z

Learn the basics of City contracts. What are the kinds of contracts the City enters into, when are they authorized, what terms must they contain, and who can sign them.

Date: Thursday, July 11th
Time: 12:00 pm – 1:00 pm
Location: Council Chambers

Presented by Lisa Goldfien, Assistant City Attorney.

How to become a Supervisor

Learn how to acquire the necessary skills, techniques and information to become a supervisor.

Date: Wednesday, August 28th
Time: 12:00 pm – 1:00 pm
Location: Council Chambers

Presented by Jim Schutz, Assistant City Manager, and Anil Comelo, HR Director.

Economic Development is Everyone's Business

Find out what Economic Development staff and YOU can do to help attract, retain and expand businesses in our City.

Date: Wednesday, October 16th
Time: 12:00 pm – 1:00 pm
Location: Council Chambers

Presented by Nancy Mackle, City Manager, and Stephanie Lovette, Economic Development Director.

Valuing Diversity in the Workplace – *offered by Magellan EAP*

This course defines diversity and stereotyping, explains why it is beneficial for each of us to value diversity in the workplace and provides tools for becoming agents of change and developing effective working relationships with others. This training is meant to reinforce a general organization-wide diversity initiative.



Date: TBD
Time & Location: TBD

Achieve Professional Success through Emotional Intelligence – *offered by Magellan EAP*

Success in the workplace is achieved not only as a result of our skills and knowledge, but also our ability to interact and work effectively with others. Participants will discuss Dr. Daniel Goleman's "Working with Emotional Intelligence" in which he describes emotional intelligence as the combination of five core qualities: self-awareness, self-regulation, motivation, empathy and social skills.

Date: Thursday, Aug 8th
Time: 2:00 pm – 3:00 pm
Location: Council Chambers

Foundations of Team Building – *offered by Magellan EAP*

A team is more than just a group of people in the same area of an organization. Qualities like common purpose, complimentary skills, trust and commitment are essential to a team. This hands-on course will have participants involved in activities that address these important qualities with a focus on communication skills, trust, team success, and key questions for a team to answer.

Audience: All City Employees

Interested in setting up this training for your department, division or office? If you have a minimum of 15 participants, contact HR at human.resources@cityofsanrafael.org to discuss how we can bring this training to you! *Minimum participation required.*



HOME, HEALTH & WELLNESS

Staff Training on Safety and Security

Working with the public, you may have seen an increase in customers with behavioral issues, substance abuse problems, and/or mental health challenges. Join other staff to learn some useful techniques to use on a daily basis when faced with difficult/scary situations.

Date: Monday, June 10th
Time: 9:00 am – 12:00 pm
Location: Downtown Library Reading Room



About the Instructor: Paul Little is the Security Officer for the San Francisco Public Library and has worked in security for several years. He has received training from the FBI and other agencies on physical security, and he routinely provides training for SFPL non-security staff on how to stay safe while working with the public.

Identity Theft – Don't let it Happen to You – *offered by the San Rafael Police Department*

Identity theft happens when someone steals your personal information and uses it without your permission. It's a serious crime that can wreak havoc with your finances, credit history, and reputation — and can take time, money, and patience to resolve. Learn how to safeguard your personal information to help lessen the risk of this happening to you. Find out what to do to limit the damage if you are ever a victim of identity theft.

Date: Monday, July 22nd
Time: 2:00 pm – 3:00 pm
Location: Council Chambers

Cooking for Healthy Eating – *Cooking demonstration offered by Kaiser Permanente Workplace Wellness*

Too busy to cook healthy? Learn how to prepare quick and healthy snacks and meals. This is an interactive cooking demonstration provided by a Kaiser nutritionist. Get tips on how to prepare the foods you eat in a more healthy way and learn how you can eat well on-the-go. **You MUST register for this class in order to participate.**



Date: Tuesday, July 23rd
Time & Location: 11:00 am – 12:00 pm, CDD Conference Room
1:15 pm – 2:15 pm, Public Works Corp Yard

** Class limited to 30 participants, with a minimum of 10 people required.

Keeping the Mind Young – offered by Magellan EAP

Many people think that as they age they automatically lose their mental edge. It doesn't have to be that way. Learn techniques to improve your memory and stay sharp at any age. Also, find out if you are doing the right things to keep your brain healthy.

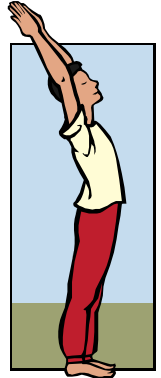
Date: Thursday, September 19th
Time & Location: 8:00 am – 9:00 am, PW Corp Yard
2:00 pm – 3:00 pm, Council Chambers

Back on Track – Stretching and Movement for Back Care –

offered by Kaiser Permanente Occupational Medicine

Don't let back pain stop you from doing things you enjoy. Come learn about basic anatomy, simple exercises, good posture, and movement that can help keep you – and your back – on track. *This class will get you up and moving so please wear comfortable clothes and shoes (sneakers or flats) to get the most out of the exercises.*

Date: Wednesday, September 25th
Time & Location: 1:15 pm – 2:15 pm, Public Works Corp Yard
3:00 pm – 4:00 pm, Council Chambers



**Class limited to 30 participants, with a minimum of 10 people required.

National Save for Retirement Week is October 21-27

How much you need to save impacts how much investment risk you should take, and what kinds of funds you should use towards ultimately achieving your retirement goals. Join Kim Hammond from ICMA-RC and Jim Laffoon from Nationwide Retirement Solutions for this seminar that provides an opportunity to reflect on your personal retirement goals and determine if you're on target to reach those goals.

Date: Wednesday, October 23rd
Time & Location: 10:00 am – 11:00 am, Council Chambers
1:00 pm – 2:00 pm, Public Works Corp Yard



Targeted Monthly Webinar Series – offered by Magellan EAP

Access Magellan's campaigns to be empowered, learn ways to enjoy life more, and identify opportunities for improvements at home and work. Check out these webinars you can listen to right from your desk. These webinars are hosted by Magellan Health Services, your Employee Assistance Program.

Register directly at www.MagellanHealth.com/member to listen in at your work station.

Don't have access to a computer? E-mail us at human.resources@cityofsanrafael.org for more information.

Webinars are on Wednesdays from 11:00 – 12:00 pm and are open to ALL City employees.



- June 12th** **Healthy Teams**
Team Building. Conflict Management. Healthy Communications.
- July 10th** **Stress Relief**
Relaxation. Work-life balance. Mind-body connection.
- August 14th** **Coping with Loss**
Types of grief. Moving through grief. Grief in the workplace.
- Sept 11th** **Drug Use Awareness**
Warning signs. Workplace impact. Manager support.
- October 9th** **Bullying Awareness**
At work. At school. Technology
- Nov 13th** **Holiday Survival**
Limit holiday stress. Creating new traditions. Holidays on a budget.
- Dec 11th** **Effective Leadership**
New in management. Managing change. Coping with manager stress

More trainings are available on the Magellan website at www.magellanassist.com.

SAFETY TRAINING

Reasonable Suspicion – required for all new supervisors and those who have not taken this course in the last 3 years



The Non-DOT Reasonable Suspicion Training requires 2.5 hours along with handbooks. The DOT Supervisor Reasonable Suspicion Training is a 3.5 hour training course from start to finish. Only supervisors who are present during the entire training course will receive a certificate of completion. Participants will learn about signs and symptoms of drug abuse and alcohol misuse. You will be involved in real time reasonable suspicion situations for testing and documentation scenarios.

Date: Thursday, June 13th
Time & Location: 8:00am - 11:30am, PW Corp Yard (DOT Supervisors ONLY)
1:30pm - 4:00pm, Council Chambers (Non-DOT Supervisors)

CPR and AED

The course teaches basic CPR and Automated External Defibrillator (AED) skills and is open to all employees.



Date: Thursday, August 15th
Time & Location: 10:00am-12:00pm, Council Chambers

“Get Ready” Disaster Preparedness



Gain the knowledge of what to expect when a disaster strikes and step-by-step simple process on how to prepare for it. Learn how to create emergency supply kits for your home, work, and car. Learn what your responsibilities are and what to do during a disaster as an employee of the City of San Rafael and as a Disaster Service Worker....and much more!

Date: Thursday, October 10th
Time & Location: 10:00am-12:00pm, Council Chambers

Community Emergency Response Team (CERT) Training – offered by Marin County CERT

The City of San Rafael offers Community Emergency Response Team (CERT) training through Marin County CERT. This program was developed to train neighbors to work with each other and to be self-sufficient during a disaster. After completing the course residents are better prepared to not only help themselves, but also their neighbors and community members.

The CERT Basic session is 18-hours of training that covers handling small fires, turning off utilities, first aid, and light search & rescue.. Classes are offered 10 times a year and are open to the community. Registration is \$45 and includes backpack, manual, a helmet, goggles and vest. For more information and to review the training calendar, please visit www.marincountycert.org.

EMPLOYEE TRAINING PROGRAM

2013 Schedule of Classes

