



Course Calendar 2009-2010

**Courses will be held at the Computer Lab, Room 3139, City Place Building,
50 W. Main St., Rochester, NY 14614, unless otherwise noted**

MANDATORY COURSES	
<p style="text-align: center;">ABSENSE MANAGEMENT Bob Bilsky September 15, 2009 12:00 PM – 2:00 PM December 8, 2009 12:00 PM – 2:00 PM March 3, 2010 12:00 PM – 2:00 PM May 19, 2010 12:00 PM – 2:00 PM</p>	<p style="text-align: center;">LEADERSHIP SKILLS Debra Wood September 17, 2009 12:00 PM – 2:00 PM January 28, 2010 12:00 PM – 2:00 PM April 29, 2010 12:00 PM – 2:00 PM June 24, 2010 12:00 PM – 2:00 PM</p>
<p>CIVIL SERVICE- Everything You Need To Know Ann Connell and Kristin Semmler September 21, 2009 12:00 PM – 1:00 PM December 2, 2009 12:00 PM – 1:00 PM April 7, 2010 12:00 PM – 1:00 PM May 26, 2010 12:00 PM – 1:00 PM</p>	<p style="text-align: center;">OVERVIEW OF COUNTY PERSONNEL & BENEFITS POLICIES Marie Murray September 29, 2009 12:00 PM – 12:30 PM January 21, 2010 12:00 PM – 12:30 PM March 18, 2010 12:00 PM – 12:30 PM June 9, 2010 12:00 PM – 12:30 PM</p>
<p>COMMUNICATION SKILLS FOR SUPERVISORS Bob Bilsky October 1, 2009 12:00 PM – 2:00 PM January 12, 2010 12:00 PM – 2:00 PM March 24, 2010 12:00 PM – 2:00 PM June 17, 2010 12:00 PM – 2:00 PM</p>	<p style="text-align: center;">EAP TOOLS FOR SUPERVISORS Bob Bilsky and CFC September 29, 2009 12:30 PM – 2:00 PM January 20, 2010 12:30 PM – 2:00 PM March 17, 2010 12:30 PM – 2:00 PM June 9, 2010 12:30 PM – 2:00 PM</p>
<p>SEXUAL HARRASSMENT- Definition and Complaint Ron House September 14, 2009 12:00 PM – 1:30 PM February 3, 2010 12:00 PM – 1:30 PM March 19, 2010 12:00 PM – 1:30 PM June 4, 2010 12:00 PM – 1:30 PM</p>	<p style="text-align: center;">PERFORMANCE MANAGEMENT Deb Perna October 8, 2009 12:00 PM – 1:00 PM ** January 14, 2010 9:00 AM – 12:00 PM ** April 6, 2010 1:00 PM – 4:00 PM July 15, 2010 12:00 PM – 1:00 PM</p> <p>** Combined Sessions held at MCH, 7th floor</p>
<p>DISCIPLINE AND DISCHARGE- The Good, the Bad and the Ugly Tom Vasey October 7, 2009 12:00 PM-2:00 PM ** January 14, 2010 9:00 AM – 12:00 PM ** April 6, 2010 1:00 PM – 4:00 PM June 2, 2010 12:00 PM- 2:00 PM</p> <p>** Combined Sessions held at MCH, 7th floor</p>	<p style="text-align: center;">HOW TO EFFECTIVELY COMPLETE PERFORMANCE EVALUATIONS Marie Murray October 15, 2009 12:00 PM – 1:30 PM January 7, 2010 12:00 PM – 1:30 PM April 1, 2010 12:00 PM – 1:30 PM July 14, 2010 12:00 PM – 1:30 PM</p>
<p>THE GRIEVANCE AND ARBITRATION PROCESS Tom Vasey October 28, 2009 12:00 PM-2:00 PM ** January 14, 2010 9:00 AM – 12:00 PM ** April 6, 2010 1:00 PM – 4:00 PM June 6, 2010 12:00 PM-2:00 PM ** Combined Sessions held at MCH, 7th floor</p>	<p style="text-align: center;">WORKPLACE ETHICS Bob Bilsky October 20, 2009 12:00 PM – 2:00 PM December 15, 2009 12:00 PM – 2:00 PM April 15, 2010 12:00 PM – 2:00 PM May 12, 2010 12:00 PM – 2:00 PM</p>

WORKPLACE VIOLENCE PREVENTION/MANAGING CONFLICT Bob Bilsky November 13, 2009 12:00 PM – 1:30 PM February 24, 2010 12:00 PM – 1:30 PM April 14, 2010 12:00 PM – 1:30 PM May 14, 2010 12:00 PM – 1:30 PM	DISABILITY RIGHTS- Overview of Rights and Responsibilities Kara Halstead **October 27, 2009 12:00 PM – 1:30 PM **February 12, 2010 12:00 PM – 1:30 PM **May 5, 2010 12:00 PM – 1:30 PM **July 27, 2010 12:00 PM – 1:30 PM All Sessions held at MCH, 7th floor
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ELECTIVE COURSES	
BARRIERS OF DIVERSITY AND INCLUSION Ron House October 6, 2009 12:00 PM – 1:00 PM March 5, 2010 12:00 PM – 1:00 PM	GROUP DYNAMICS To Be Determined
LEAVE OF ABSENCE, TERMINATIONS AND REINSTATEMENTS, SECTION 71, 72, and 73 Marie Murray February 4, 2010 12:00 PM – 12:30 PM June 24, 2010 12:00 PM – 12:30 PM	INTERVIEWING SKILLS Debra Wood December 17, 2009 12:00 PM – 2:00 PM May 27, 2010 12:00 PM – 2:00 PM
OVERVIEW OF NYS WORKERS' COMPENSATION Bob Bilsky November 17, 2009 12:00 PM – 2:00 PM April 8, 2010 12:00 PM – 2:00 PM	BENEFITS AND RETIREMENT ISSUES Debra Wood January 5, 2010 12:00 PM – 2:00 PM June 2, 2010 12:00 PM – 2:00 PM
THE CUSTOMER IS ALWAYS RIGHT To Be Determined	

***PLEASE NOTE THAT THE DEADLINE FOR REGISTRATION FOR COURSES IS TWO WEEKS PRIOR TO THE
SCHEDULED DATE OF THE COURSE ***