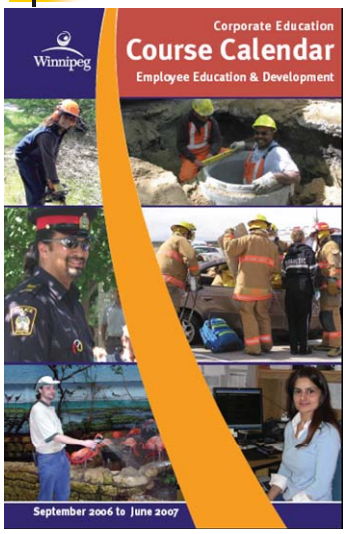
Corporate Education Calendar



HIGHLIGHTS

September 2006 – June 2007

Winnipeg

Making the Most of Your Calendar

- Employee work planning, feedback & development
- Your own development
- Team development
- Accessing resources



Winnipeg

Organizational Alignment

- Human Resource Strategic Plan
- Safety, Health & Organizational Wellness Strategic Plan
- Employee Education & Development Directive
- Competency Information
- Employee Cultural Audit
- City/CUPE Letter of Understanding

Winnipeg

Sections of the Calendar

- Citizen & Customer Service
- Communication & Working with Others
- Computer Training
- Essential Skills
- Leadership
- Online Learning Modules
- PeopleSoft Training
- Professional & Career Development
- Safety, Health & Organizational Wellness
- Competencies
- Resources

Winnipeg

Citizen & Customer Service

- Identified as a priority by political leaders and administrative leaders
  - Plan Winnipeg
  - Final Report of the Mayor's Red Tape Commission
- One of the five core competencies
- New courses –

It's All About Service and **Building on Service**

Winnipeg

Communication & Working With Others

- Includes many diversity/respectful workplace courses and facilitated sessions for intact groups
- One of the five core competencies
- New Course –

Respectful Workplace Problem Solving for Leaders

Winnipeg

Computer Training

- Computer Training available to all City employees at the E-Learning Centre
- Addresses many functional/technical needs



Essential Skills

- Essential Skills available to CUPE members
- Basic work related skills
  - E.g. math, reading, GED preparation and basic computer

Leadership Development

LEADERSHIP LEARNING PATHS**

FOREMEN For Foreman and Acting Foreman	LEADERS For those with direct reports	SENIOR LEADERS/MANAGERS For Chiefs, Directors & Dept. Senior Team Members
	Foundations of Supervisory Development	
	Frontline Leader or Workplace Leader	Workplace Leader
	Emotional Intelligence	Workplace Leader Follow-Up
Foremanship	Building on New Service	Building on New Service
Level I	Respectful Workplace Awareness	Respectful Workplace Awareness
Level II	Diversity in the Workplace - Role of the Supervisor	Diversity in the Workplace - Role of the Manager
Level III	Safety Responsibilities for Supervisors	Safety Responsibilities for Managers
Frontline Leader	Leading New Through Ambiguity & Change For Leaders	Leading New Through Ambiguity & Change for Senior Teams
	Addressing Workplace Conflict	
	Offer to Assist - Part 1	
	Giving & Receiving Feedback	Giving & Receiving Feedback
	Employee Work Planning & Performance Feedback	Employee Work Planning & Performance Feedback: Establishing Your Departmental System

LEADERSHIP PATH

- Three recommended learning paths based on level of leadership
- Opportunities for intact groups

Winnipeg

New Leadership Development Opportunities

- Targeted courses based on core and Top 4 Leadership competencies

LEADERSHIP PATH

- Based on competency profiles:
  - Lead to Succeed – Team Building
  - Team Building Using the MBTI®
  - Leading Through Ambiguity & Change
  - Making Quality Decisions

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Online Learning



- Available on the HR web
- Based on adult learning principles

New module:

- **Rising Star-** Resumes, Cover Letters and Interviews; this includes a Lominger competency card sort for self-assessment

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PeopleSoft Training

- Various courses continue to be offered in:
  - Human Resources
  - Finance, and
  - Budget areas.



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Professional & Career Development

- Courses and online learning offered
- Many resources available in the Corporate Education library



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Safety, Health & Organizational Wellness

- In response to legislative requirements and in support of the SHOW initiative
  - Safety Responsibilities for Supervisors
  - Safety Responsibilities for Managers



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Safety, Health & Organizational Wellness

- New Wellness courses-
  - Staying Well
  - Navigating the Waves of Change
  - Leading Through Ambiguity & Change
  - Team Building Using the MBTI®



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Competencies

New section includes:

- Leadership & Function profiles
- Competency Development Resources
- Index of Courses by Competency

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Training & Development Resources

Self-Directed Learning

- Books, Videos, CD's, Tutorials
- Online Learning
- Audio Conferences



Other Resources

- Meeting Rooms
- Training Rooms
- E-Learning Centre

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Maximizing Training & Development Self-Service

- Enrolling online
- Employees accessing individual training summaries
- Departments accessing training statistics
- Roll out of PS Training Administration module to departments

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