



Office of State
Human Resources

Training Options for Local Government

Course Descriptions

ADA Policy Training

This class is designed to provide the participant with an overview and application of the Americans with Disabilities Act.

This session will address the employment aspects of the Americans with Disability Act that require an organizational response, as well as the methods managers and supervisors can use to fulfill these responsibilities. ADA concepts, including reasonable accommodation, essential job functions, hiring and interview practices, as well as employment situations commonly encountered by NC state government leaders will be discussed.

Target Audience:

1. employees whose duties are directly related to the training subject
2. new employees and those who have not received training in this subject
3. counties subject to the State Human Resources Act

Timeframe: 3 hours

Price: \$30 per person

FMLA Policy Training

This class is designed to provide the participant with an overview and application of the Family and Medical Leave Act.

This session will also address provisions of the Family and Medical Leave Act, including protections under the act; eligibility for FMLA; qualifying reasons for leave; what counts towards leave; agency and employee responsibilities; avoiding fraud and abuse, and records keeping.

Target Audience:

1. employees whose duties are directly related to the training subject
2. new employees and those who have not received training in this subject
3. counties subject to the State Human Resources Act

Timeframe: 2-3 hours

Price: \$30 per person

Candidate Qualification Training

This class is designed to provide the participant with a thorough foundation of the candidate qualification process for a variety of DSS positions, as well as the process necessary to be approved for delegated authority in this area. This session includes an overview of the screening process, discussion of specific classes, review techniques and strategies, as well as forms and resources.

Target Audience:

1. employees whose duties are directly related to the training subject
2. new employees and those who have not received training in this subject
3. those agencies that have not yet been approved for delegated authority in candidate qualifications
4. counties subject to the State Human Resources Act

Timeframe: 4 hours

Price: \$30 per person

Employee Relations Training

This class is designed to provide the participant with a thorough understanding of the progressive disciplinary action policy and process for those staff subject to the State Human Resources Act. This session includes an overview of employee relations for local government; who is covered and why; terms and definitions; disciplinary actions, procedures and requirements; documentation and appeals; as well as proactive and preventative best practices.

Target Audience:

1. employees whose duties are directly related to the training subject
2. new employees and those who have not received training in this subject
3. counties subject to the State Human Resources Act

Timeframe: 4 hours

Price: \$30 per person

Leadership Foundations Training

This class is designed to prepare the frontline supervisor with essential leadership knowledge, skills, and best practices. Participants should be prepared to engage in application-based activities such as role plays, and to be present for the duration of the two-day training session. Topics covered in this session includes:

- Supervisory role, purpose and skills
- Leadership development
- Communication style and skills
 - Assertive communication
 - Discussion model
 - Listening skills
 - Giving feedback
- Interviewing best practices
- Managing Performance
 - Setting expectations
 - Coaching & measuring performance
 - Avoiding bias in judgement

Target Audience:

1. those that are currently fulfilling the role and duties of a frontline supervisor
2. new supervisors and those who have not received training in this subject
3. those in counties subject to the State Human Resources Act

Timeframe: 2 days

Price: \$60 per person for the 2-day session