

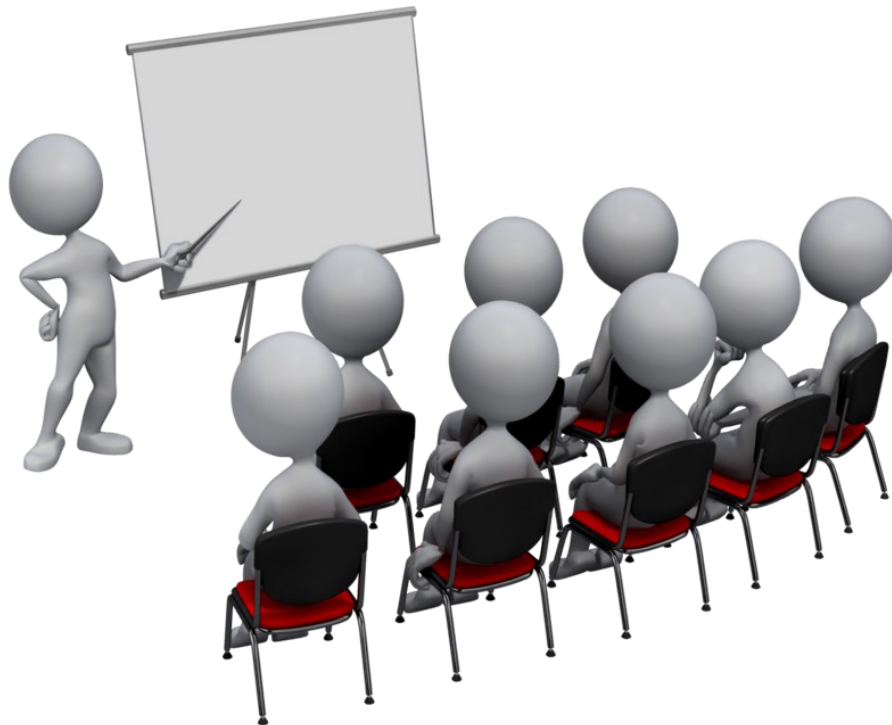
Planning Your Training

Registration Process

- With Supervisor's approval, all trainings must be requested by sending an email to TrainingRegistration@elpasotexas.gov

Please include the following when registering for a training:

- Employee Name
 - Kronos ID Number
 - Department Name
 - Name of Training
- Register in advance before training takes place.
 - *Note:* Minimum attendance is 5 participants per course/training. Possible course cancellation or re-scheduling will occur if expected attendance does not meet this minimum requirement.
 - *Note:* All sessions, location, dates, times, and instructors are subject to change.
 - Special requests for training are considered on a case by case basis.



Leave Management & Benefits

Get on Track with Your Retirement: Deferred Compensation

Pre-Retirement: Non-Uniformed

This informational session helps to prepare participants for retirement. Instructors will assist employees with information that will aid on planning their new journey in life of retirement. Topics included are healthcare coverage, dental, and vision benefits. The session also provides contacts for pension, social security and prudential 457K presenters, allowing the employees to ask questions that they may have during the session or at a later date.



Date	Time	Instructors	Location, Room	Strategic Goals	Baldrige Criteria
June 28	1:00-5:00	HR Benefit Services Team	Tech2O Center, Mesilla Room	6.2	5.1

“It was helpful, informative and if anyone working for the City is planning to retire I would recommend the class.”

Evelyn Cardona, Police Department

Pre-Retirement: Non-Uniformed Session

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