

Planning Your Training

Registration Process

- With Supervisor's approval, employees may register themselves by logging onto the Scheduler application at <https://apps.elpasotexas.gov/scheduler>. Employees may also cancel their registration in the Scheduler application.
- Instructions to register and cancel a registration can be found in the City's intranet <http://my.elpasotexas.gov/>
- Cancellation for classes ends at 12 noon on the business day prior to the class.
- Employees may email TrainingRegistration@elpasotexas.gov for additional questions, comments or concerns.

Notes and Reminders

- Minimum attendance is five (5) participants per course/training. Course cancellation or rescheduling will occur if expected attendance does not meet this minimum requirement.
- All sessions, locations, dates, times, and instructors are subject to change.

Organizational Learning Cycles

Employees can follow the learning cycles below:

Foundational
So You Want to be a Supervisor?
Additional Skill Trainings:
Email Etiquette & Outlook Tips
Presentation Skills & Public Speaking
Telephone Etiquette

Supervisor/Manager
Budgeting Basics
Coaching 4 Workplace Productivity (Prerequisite for Coaching for Success)
Coaching for Success
Conducting Interviews
Drug-Free Workplace Policy and Reasonable Suspicion
Hiring Process
On-Camera Media Training
P-Card Training
Performance Review
Additional Skill Trainings:
Email Etiquette & Outlook Tips
Presentation Skills & Public Speaking
Telephone Etiquette

Improve Your Health with Proper Ergonomics and Frequent Movement, EAP

Utilizing the proper ergonomics can ease job stress and prevent chronic injuries and disabilities. Topics in the session include the discussion of the importance of proper ergonomics and frequent movement, tips on how to apply ergonomics into the work environment, exercises that can be done at the work desk or workstation, and the importance of good posture.

**Earn 3 wellness points with this session.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Jan 27	10:30-11:30	Sun Metro Trng Rm

Meditation

In this interactive training session, participants will discuss signs and symptoms of chronic stress and identify hidden stressors that have a negative impact on health. Attendees will also explore ways to minimize the adverse effects of the three most common types of stress: physiological stress, environmental stress, and mental/emotional stress as well as learn how to tap into the body's natural ability to heal itself. We will be practicing some simple and effective techniques designed to instantly relieve stress, promoting a peaceful sense of wellbeing and improved overall health.

**Earn 3 wellness points with this session.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Jan 28	10:00-11:00	Health Trng Rm

Peace of Mind

This presentation will focus on families and the benefit of planning for the future event of death. The how's, do's, don't's, and options that will help during the planning process will be available. Topics include death and funeral planning statistics, the benefits of preparing with a funeral service, the variations in burials and cremations, the items to look out for during funeral planning and how having a plan can help to provide a family with peace of mind. Available representatives will be available to answer one-on-one questions and offer free consultation services.

**Earn 3 wellness points with this session.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Mar 12	10:30-11:30	Clardy Fox Multi-Purpose Rm

Pre-Retirement Training: Non-Uniformed

This informational session helps non-uniformed employees to prepare participants for retirement. Instructors will assist employees with information that will aid on planning their new journey in their 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.

**Targeted Audience: Non-Uniformed employees.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Mar 3	1:00-5:00	Workforce Learning Center

Pre-Retirement Training: Uniformed

This informational session helps uniformed employees to prepare participants for retirement. Instructors will assist employees with information that will aid on planning their new journey in their 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.

**Targeted Audience: Uniformed employees.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Mar 3	8:00-12:00	Workforce Learning Center

Simple Cooking with Heart

In this class, participants will receive information on healthy eating, and will be provided a simple demo to show what a healthy snack or side might look and taste like. The use of sodium will also be discussed. The information presented will be tailored around leading a healthier lifestyle to improve or manage hypertension.

**Earn 3 wellness points with this session.*

Strategic Goal(s): 6.2

Baldrige Criteria: 5.1

Date	Time	Location
Feb 7	11:30-12:30	Workforce Learning Center