



# Planning Your Training

## Registration Process

- With supervisor's approval, all trainings must be requested by sending an email to [trainingregistration@elpasotexas.gov](mailto: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 will take place.
  - *Please Note:* Minimum attendance is 10 participants per course/training. Possible rescheduling will occur if expected attendance does not meet this minimum requirement.
  - *Please Note:* Training location is subject to change.
  - Special requests for training are considered on a case by case basis.



# Benefits



## Pre-Retirement Training: Non-Uniformed

**Course Description:** This informational session helps to prepare participants for retirement - Instructors assist the employees with information that will assist on planning their new journey in life of retirement. Topics included are healthcare coverage, dental, and vision benefits. It 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.

**Course Number:** None

**Course Type:** In person, classroom setting.

**Dates:** September 20 (2 Sessions), December 15 (am Session Only)

**Duration:** 4 Hours (8am-12pm or 1pm-5pm)

**Instructor(s):** Luz Espinosa or Roman Sandoval

**Location:** Workforce Learning Center  
218 N. Campbell Street  
El Paso, Texas 79901

**Prerequisites:** None

**Strategic Goal(s):** 6.2



## Return to Work

**Course Description:** This course is intended to help employees understand the benefits of early return to work following a work-related illness or injury. Participant will learn how to significantly reduce workers' compensation costs and eliminate unnecessary lost time. Departments liaisons will learn how to work effectively with City Risk Management to improve return to work outcomes.

**Course Number:** None

**Course Type:** In Person

**Dates:** October 4, October 27

**Duration:** 1 Hour

**Instructor(s):** Erika Marquez

**Location:** Varies

**Prerequisites:** None

**Strategic Goal(s):** 6.3

