November 2009

Date	Title	Location	Time	Length	Instructor
November 2	Advanced eOmis	Human Resources	8:00	4 Hours	Joyce Taylor
November 3-6	PPCT / SKD Recertification	Training Academy	8:00	32 Hours	Mike Carruso
November 4	eOMIIS Basic	Human Resources	8:00	4 Hours	Joyce Taylor
November 4	Eomis Training - Security	Human Resources	1:00	4 Hours	Joyce Taylor
November 4	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Patty Greenleaf
November 4-5	Management Effectiveness	Training Academy	8:00	16 Hours	Courington/Sailer
November 5	Cultural Awareness	Human Resources	8:00	4 Hours	Ardella Bearden
November 5	Performance Evaluation	Human Resources	12:30	4 Hours	Toni Bradley
November 10	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
November 10	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
November 9	Interpersonal Communication	Training Academy	8:00	8 Hours	Lockie Sailer
November 10	Microsoft Word	Human Resources	8:00	4 Hours	Shelly Lawrence
November 12	CPR	Training Academy	8:00	8 Hours	Lockie Sailer
November12	Slips, Trips, and Falls	Human Resources	8:00	4 Hours	Russell Barker
November 13	Structured Interviewing	Human Resources	8:00	4 Hours	Jocelyn Hamby
November 16-17	Introduction to Management	Training Academy	8:00	16 Hours	Beaumont/Sailer
November 16-20	40 hour Security for Non-Security	Training Academy	8:00	40 Hours	Courington/Beaumont
November 18	Health & Safety Plan for Supervisors	Human Resources	8:00	4 Hours	Russell Barker
November 19	Leadership, Security & Body Language	Training Academy	8:00	4 Hours	Lockie Sailer
November 19	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracy Robertson
November 20	Employee Motivation	Training Academy	8:00	4 Hours	Gordon Davidson
November 23	Sexual Harassment and Misconduct	Training Academy	8:00	5 Hours	Lockie Sailer
November 25	Microsoft PowerPoint	Human Resources	8:00	4 Hours	Shelly Lawrence
November 25	Attitude Virus	Training Academy	8:00	4 Hours	Andrew Hradesky

*Must be authorized by the Warden to attend

**For Non Security Supervisors & Security Sergeants and higher grades

***Must have completed eOMIS Training - Security

Additional Training

Open Enrollment	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	**National Institute of Corrections**	National Institute		Varied	
	Internet Based e-Learning Classes	of Corrections			Self-Paced
	Contact your Unit Trainer for information				
	Inter-Agency Training	Little Rock		Varied	

This monthly training schedule does not reflect all training opportunities available in the Department of Correction.

Revised 9/14/200910:14 AM