

2015 Training Calendar

PARK DISTRICT OF OAK PARK Human Resources & Risk Management

Newly Published Internal Training Courses

The Park District of Oak Park is excited to publish a formal internal training calendar for the rest of the year. Training and development is very important to the success of the District and to your own professional growth. We identified the core classes (so far) available for staff members to attend. It's recommended that you register and schedule your internal training now for the remainder of the year.

Do you have a training topic that you feel the District and you would benefit from? Send an e-mail to Paula.bickel@pdop.org with the topic.



Let's Learn Together!



How Do I Sign Up For a Class?



- First Aid and CPR/AED
- Staff can register through RecTrak. The activity code is published next to the class date.
- "All Staff" Meetings -
Sign up is not necessary.
- All Other Classes Contact Gabriele Romanucci at 708-725-2111 or Gabriele.Romanucci@pdop.org to sign up.

Questions About Training?

Contact Gabriele Romanucci at 708-725-2111 or e-mail Gabriele.romanucci@pdop.org

Training Schedule

FEBRUARY

Safety Theme of the Month—
Body Mechanics

- **New Hire Orientation**

Monday, February 9, or Monday
February 23, 10:00am o
12:00pm noon or
5:00pm to 7:00pm at Cheney
Mansion

- **Shoretel Telephone Training**

Monday, February 16,
10:00am—12:00pm Conservato-
ry

- **Body Mechanics**

Tuesday, February 24
8:00am—11:00am at 947 S.
Ridgeland

12:30pm- 1:30pm at RCRC
2:20pm-3:20pm at GRC

- **RecTrak Training**

Wednesday, February 25,
10:00am-12:00pm, Cheney
Mansion

- **Active Shooter Drill**

Wednesday, February 25,
8:30pm—9:30pm, GRC

MARCH

Safety Theme of the Month—
Severe Weather Preparation
and Drills

- **Training at the All Staff
meeting**

Thursday, March 5, 10:00am-
11:30am at Conservatory

- **New Hire Orientation**

Monday, March 9, or Monday,
March 23, 10:00am-12:00pm
noon or 5:00pm-7:00pm at
Cheney Mansion

- **First Aid**

Activity Code 999200-06,
Wednesday, March 18, 9:00am-
12:00pm at Fox Center

Activity Code 999200-08, Satur-
day, March 21, 9:00am-
12:00pm, at Fox Center

- **CPR/AED**

Activity Code 999200-07,
Wednesday, March 18, 12:30pm-
3:30pm at Fox Center

Activity Code, 999200-09, Satur-
day, March 21, 12:30pm-3:30pm
at Fox Center

Activity Code 999200-10, Wednes-
day, March 25, 9:00am-12:00pm
at Fox Center

- **Lock Down Drill**

Monday, March, 23, 6:00pm at
RCRC

APRIL

Safety Theme of the Month—
911/Law Enforcement Relation-
ship & Stretching

- **New Hire Orientation**

Monday, April 6 or Monday,
April 20, 10:00am-12:00pm or
5:00pm-7:00pm at Cheney Man-
sion

MAY

Safety Theme of the Month—
Distracted Driving & Mental

Health

- **New Hire Orientation**

Monday, May 4 or Monday, May
18, 10:00am-12:00pm or 5:00pm
-7:00pm at 218 Madison St.

- **Driver's Challenge**

Wednesday, May 20, scheduled
between 9:00am-4:00pm at Liv-
ing Word

- **Discrimination-free Work-
place for Supervisors and Man-
agers, Equal Employment Op-
portunity & Workforce Diver-
sity**

On-line training (35 minues)
available throughout April

JUNE

Safety Theme of the Month—
National Safety Month &
HAZCOM

- **New Hire Orientation**

Monday, June 1, or Monday,
June 15 or Monday, June 29,
10:00am-12:00pm or 5:00pm-
7:00pm, 218 Madison St.

- **Driver's Challenge**

Wednesday, June 3, scheduled
between 9:00am-4:00pm at Liv-
ing Word

- **Sexual Harassment for Em-
ployees and Sexual Harassment
for Managers**

On-line training (30 minutes)
available throughout June

JULY

Safety Theme of the Month Critical

AUGUST

Safety Theme of the Month—
Universal precautions & 3
Points of Contact

- **New Hire Orientation**

Monday, August 10, or Mon-
day August 24, 10:00am o
12:00pm noon or 5:00pm to
7:00pm at 218 Madison St.

SEPTEMBER

Safety Theme of the Month—
National Preparedness
Month

- **Training at the All Staff
meeting—Crisis Manage-
ment**

Thursday, September 5,
10:00am-11:30am at Con-
servatory

- **New Hire Orientation**

Monday, September 14, or
Monday, September 28,
10:00am-12:00pm noon or
5:00pm-7:00pm at 218 Madi-
son St.

- **First Aid**

Activity Code 999200-11,
Wednesday, September 16,
9:00am-12:00pm at Fox Cen-
ter

Activity Code 999200-13, Sat-
urday, September 19,
9:00am-12:00pm, at Fox
Center

- **CPR/AED**

Activity Code 999200-12
Wednesday, September 16,

12:30pm-3:30pm at Fox
Activity Code, 999200-14
Saturday, September 19,
12:30pm-3:30pm at Fox
Center

Activity Code 999200-15,
Wednesday, September 23,
9:00am-12:00pm at Fox Cen-
ter

- **Performance Goals**

Wednesday, September 30,
10:00am-12:00pm, Conserva-
tory

OCTOBER

Safety Theme of the Month—
National Fire Prevention,
PPE & Eye Injury Preven-
tion

Fire Drills week of October
5-9

- **New Hire Orientation**

Monday, October 12 or
Monday, October 26,
10:00am-12:00pm or
5:00pm-7:00pm at 218 Madi-
son St.

- **Fire Extinguisher Train-
ing**

Wednesday, October 14,
10:00am & 1:00pm, 947
Ridgeland

- **Strength Finder**

Wednesday, October 21,
9:00am-12:00pm, 218 Madi-
son St.

NOVEMBER

Safety Theme of the Month—
Cold Related Emergencies
& Radon/CO Awareness

- **New Hire Orientation**

Monday, November 9 or
Monday, November 23,
10:00am-12:00pm or
5:00pm-7:00pm at 218 Madi-
son St.

- **First Aid**

Activity Code 999200-16,
Wednesday, November 11,
9:00am-12:00pm at Fox Cen-
ter

Activity Code 999200-18, Sat-
urday, November 14,
9:00am-12:00pm, at Fox
Center

- **CPR/AED**

Activity Code 999200-17
Wednesday, November 11,
12:30pm-3:30pm at Fox

Activity Code, 999200-19
Saturday, September 19,
12:30pm-3:30pm at Fox
Center

Activity Code 999200-20
Wednesday, November 18,
9:00am-12:00pm at Fox Cen-
ter

DECEMBER

Safety Theme of the Month—
Winter Storm Awareness &
Slips, Trips & Falls

- **New Hire Orientation**

Monday, December 7,
10:00am-12:00pm or
5:00pm-7:00pm at 218 Madi-

Course Details

ALL STAFF MEETINGS

A specific training topic will be covered during the bi-monthly meetings.

Audience: All Staff

BODY MECHANICS

Whether it happens at work or home, an injury can prevent you from carrying out basic life skills, performing tasks at work. This is designed as an interactive, hands-on program that addresses specific situations to help you minimize the likelihood of a life-changing injury.

Audience: All Staff

Three different sessions available.

947 Ridgeland for Maintenance, Building Supervisors, Attendants, and Custodial, or similar. RCRC for Office Ergonomics, office staff / sedentary type work, or GRC for Gymnastic Staff,

CPR/AED

This hands-on skills training prepares you to respond to breathing and cardiac emergencies, including the safe use of an automated external defibrillator (AED).

Audience: All Staff

DISCRIMINATION-FREE WORKPLACE FOR SUPERVISORS AND ABOVE

This on-line course provides managers with an awareness of issues relating to discrimination in the workplace. practical considerations for avoiding discriminatory practices and District Policies & Procedures

DRIVER'S CHALLENGE

This challenge is a 7 skill obstacle course designed to test the ability & skill set needed to maneuver District vehicles. This is a mandatory training for staff that drive any District vehicle and is valid for 2 years.

FIRE EXTINGUISHER

FIRST AID

This course helps participants identify and eliminate potentially hazardous conditions in their environment, recognize emergencies and administer first aid.

Audience: All Staff

LOCK DOWN DRILL

Insert description

Audience: All Staff

NEW HIRE ORIENTATION

Audience: All Staff

All staff (new hire and re-hire) must attend this program within two weeks of their hire date. The program is one of several on-boarding

training sessions that reviews Personnel and Safety Policies each staff member must be aware of.

PERFORMANCE GOALS

This course will provide training in writing specific and meaning performance goals.

Audience: Supervisors & Above

RECTRAC TRAINING

This course will provide training on effectively using RecTrac.

Audience: Beginner / Intermediate skill level users

SEXUAL HARASSMENT FOR EMPLOYEES, SUPERVISORS & ABOVE

This on-line course will train employees and managers to recognize, report, and prevent incidents of sexual harassment in the workplace

Audience: All Staff

SHORETEL TELEPHONE

Audience: Staff that use ShoreTel

This training session is in-