

Ongoing Opportunities (cont.)

Renton Culture Curriculum/Orientation

Developed and presented by a team of Renton staff members and leaders, this half-day session is intended to answer the questions: What makes Renton the Best City in King County? Who are we? What do we stand for? Who makes us the best? How do we do it?

Who should attend? New employees will attend as an orientation. Seasoned employees are also encouraged to attend!

Instructors: Varies
Time: Schedule TBD

Halogen Training

In this course you will learn about the software and how it can assist you in actively managing the performance of your staff and *your own*. The session will open with general information and end with a supervisor focus.

Who should attend? All employees

Instructor: Angela Thomas
Time: 3rd Wednesday 9-11, monthly 9-11

Mandatory Training

Quarterly Management Meetings

Managers get together on a quarterly basis to learn about contemporary issues and strategies to improve aspects of their work and that of their employees.

Organizers: volunteers
Time: 8-12, quarterly (specific times TBA)

All employees are required to participate in the following which will be offered as needed:

- Unlawful Harassment Training
- Halogen Performance Management Software

You will be contacted when you need to attend.

Optional Enrichment

Renton Ahead



A small group of folks from different departments are getting together weekly over a 'brown bag' lunch hour. Our goal is to informally share ideas with each other in a neutral place that will allow us to learn from and support each other. Our focus is on techniques for improving performance, workplace culture and collaboration - topics are selected by the group.

Who should attend? This group is open to anyone interested in learning and sharing in support of their own professional or personal growth.

Organizers: Kristi Rowland, Deb Needham and Patrick Zellner
Time: Thursdays, 11:30-12:30 (on your own time)

Renton Beyond Words



An employee book club! This is another experiment at creating a learning environment that crosses departments and roles. A spin-off of the *Renton Ahead* concept, this group dives deeper into key topics that will help us in our quest for continuous improvement and learning - professionally, personally and as an organization. The selected books are provided to those who will participate in the organized discussion groups. A library is also available for those choosing to read on their own.

Who should attend? This group is open to anyone interested in learning and sharing in support of their own professional or personal growth.

Organizers: Kristi Rowland, Megan Gregor and Abdul Gafour
Time: 2nd Tues 12-1, monthly (on your own time)

For more information see the HRM training calendar at www.rentonwa.net/help/HRM



For items with this symbol, please visit the Renton Results website <https://www.rentonwa.net/teams/RR>



City of Renton

Developing the best the City has to offer, one employee at a time.

2016 City-Wide Training Opportunities



City of Renton
1055 S Grady Way
Renton, WA 98057

Ongoing opportunities

Introduction to Renton Lean (twice annually or upon request)



Renton Lean is about continuously learning and improving. In this course you will learn the history of lean, lean principles and tools, as well as some practical application of the tools in your day-to-day.

Who should attend? Anyone who has thought “why do we do things this way?” and is looking for some tools to figure out WHY a given process is not smooth and HOW to make it better.

Instructor: Kristi Rowland
Time: 3-4 hours
Size: 10-50 people

Rapid Office Kaizen (ROK) (provided upon request)



ROK is a Lean training program which is a very simple, easy to follow and hands on workshop where you will learn how to document and improve your own work processes. This is a low tech, simple training that any group can relate to.

Who should attend? Intact work groups with a shared process to improve.

Instructor: Kristi Rowland
Time: 6-8 hours
Size: 10-20 people (teams of 5, ideally)

Success Signals “Colors” (provided upon request)

Everyone has different communication styles and preferences. In this course, you will define your own communication style, discover how this impacts your interactions with others and how others may perceive you.

Who should attend? Intact work groups with a shared desire to improve interdepartmental relations and promote team-building.

Instructor: Maria Boggs
Time: 6-8 hours
Size: 10-50 people

Customer Service (twice annually)

Whether you work for an internal services department or service the citizens of Renton, our goal is the same – provide excellent customer service. In this course you will learn tips and tools for providing superior customer service.

Who should attend? All employees who have not yet taken this course.

Instructor: Michael Bushmole
Time: 6-8 hours
Size: 10-50 people

Behavioral Based Interviewing* (four times annually)

This behavior-based interviewing training workshop provides a critical step toward using the right hiring process, making the right hiring decisions, and avoiding costly hiring mistakes. Participants learn to apply the recognized principle that past and present behavior is the best indicator of future performance.

Who should attend? All employees interested in developing their interviewing skills.

Instructor: TBD
Time: 6-8 hours
Size: 10-50 people

Presentation Skills (twice annually)

In this interactive course, you will learn how to be an effective presenter, by practicing tools and receiving feedback.

Who should attend? Anyone who has thought or said, “I hate getting up in front of groups of people.”

Instructor: Michael Bushmole
Time: 6-8 hours
Size: 10-15 people

Coaching Skills* (twice annually)

Whether you are a manager or simply a leader in your department (or both) it’s important to help others to help themselves. In this course, you will learn how to be an effective coach.

Who should attend? Supervisors, and other leaders interested in the *Pathways to Supervision**.

Instructor: Janaki
Time: 6-8 hours
Size: 10-50 people

Inclusion* (twice annually)

One of the business goals of the City is Inclusion for all. In this workshop you will gain awareness of the historical evolution of institutional racism and how it creates barriers to inclusion, and examine the impact of historical inequities on Renton today and explore ways to overcome these barriers to achieve equity and inclusion.

Who should attend? All employees, supervisors, and other leaders.

Instructor: Benita Horn
Time: 6-8 hours
Size: 10-50 people

***Pathway to Supervision** allows those interested in supervising to participate in training to obtain skills necessary to do this type of work.

Training will also include:

- Conflict Resolution
- Team Building
- Budget & Finance
- Supervisory Skills
- New Supervisor Training