# BULLETIN OF COURSES

Department of Employee Relations
Training & Development Services Section

## TABLE OF CONTENTS:

- Training Information Coordinators List *(r. 9.13.17)* ................................................................. 2
- Coaching Conversation Labs .............................................................................................................. 3
- Retirement Planning Seminar .......................................................................................................... 4
- Free Online Courses offered via Milwaukee Public Library ......................................................... 5
- Free Computer Classes for City Residents held at Milwaukee Public Libraries ...................... 5
- E-Notify for In-House Training Opportunities ............................................................................. 6
- E-Notify for Transfer/Promotional Opportunities ........................................................................ 6
- E-Notify for Open Job Announcements ....................................................................................... 6
- View Your In-House Training History in Self-Service ................................................................. 6
- Print Your In-House Training History in Self-Service ................................................................. 6
- Coaching Services .......................................................................................................................... 7
- About the Employee Assistance Program (EAP) ......................................................................... 8
- EAP Lunch and Learns ..................................................................................................................... 9
- Financial Wellness Seminars ......................................................................................................... 12

## COURSE REGISTRATION PROCEDURE

The courses listed in this Bulletin are only for current City of Milwaukee employees and are not open to MPS employees or the public.

1. **ADVANCE REGISTRATION IS REQUIRED FOR ALL COURSES unless otherwise stated, as soon as possible, but no later than 4 businesses day prior to the course date. **If enrollment is low, course may be canceled and your enrollment may have made the difference!**

2. Obtain your Supervisor’s approval to attend. **This does not mean you are confirmed.**

3. You or your Supervisor **must** provide your department’s **Training Information Coordinator** *(see page 2)* with the following information:
   - Your Name
   - Course Number
   - Your 6-digit PeopleSoft employee ID number

4. **Do not** contact **Training & Development Services** to register yourself or others. **Training & Development Services** will only accept registrations from the Training Information Coordinator *(page 2)*. Supervisors must also register themselves and others through the Training Information Coordinator.

5. All registrants will receive an e-mail confirmation directly from Training & Development Services *(Judy Kammermann) once* a course reaches a *minimum* number of registrations. Do not attend a class unless you have received the official e-mail confirmation from Judy Kammermann. *(You can login to self service to see if your registration was received.)*

6. If a course is canceled due to low enrollment, or is rescheduled, you and your Training Information Coordinator will receive an e-mail notice at least 3 days prior to the course date.

7. Questions? Send e-mail to **TLhanki@milwaukee.gov**
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>EXT.</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor’s Office</td>
<td>Emme Maldonado</td>
<td>3176</td>
<td>CH, Room 507</td>
</tr>
<tr>
<td>City Attorney, Office of</td>
<td>Amy Hefter</td>
<td>8822</td>
<td>ZMB, Room 716</td>
</tr>
<tr>
<td>City Clerk (Common Council)</td>
<td>Terry MacDonald</td>
<td>2233</td>
<td>CH, Room 205</td>
</tr>
<tr>
<td>City Development and RACM</td>
<td>Siena Bickham</td>
<td>5887</td>
<td>809 Bldg, 3rd Floor</td>
</tr>
<tr>
<td>City Development, HACM only</td>
<td>Todd Slusar</td>
<td>5890</td>
<td>809 Bldg, 3rd Floor</td>
</tr>
<tr>
<td>City Treasurer’s Office</td>
<td>Theresa Spidell</td>
<td>2257</td>
<td>CH, Room 103</td>
</tr>
<tr>
<td>Comptroller’s Office</td>
<td>Sharon Kraft</td>
<td>2306</td>
<td>CH, Room 404</td>
</tr>
<tr>
<td>Deferred Compensation</td>
<td>Elaine Bieszk</td>
<td>5151</td>
<td>CH, Room 404</td>
</tr>
<tr>
<td>Election Commission</td>
<td>Denise Walton</td>
<td>5995</td>
<td>CH, Room 501</td>
</tr>
<tr>
<td>Employes’ Retirement System</td>
<td>Todd Warner</td>
<td>2168</td>
<td>789 N. Water, Suite 300</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Cassie Taylor</td>
<td>5289</td>
<td>6680 N. Teutonia Ave.</td>
</tr>
<tr>
<td>Fire and Police Commission</td>
<td>Renee Keinert</td>
<td>5072</td>
<td>CH, Room 706-A</td>
</tr>
<tr>
<td>Health Department</td>
<td>Lori Hoffmann</td>
<td>3607</td>
<td>ZMB, Room 315</td>
</tr>
<tr>
<td>Library, Milwaukee Public</td>
<td>Sha’Nese Burnell Jones</td>
<td>3047</td>
<td>814 W. Wisconsin Ave.</td>
</tr>
<tr>
<td>Mayor’s Office</td>
<td>Patty Doll</td>
<td>3677</td>
<td>CH, Room 201</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>Jane Islo</td>
<td>3837</td>
<td>951 N. James Lovell</td>
</tr>
<tr>
<td>Neighborhood Services</td>
<td>Steph O’Connor</td>
<td>3864</td>
<td>ZMB, Room 104</td>
</tr>
<tr>
<td>Police Department</td>
<td>Sally Kallas</td>
<td>7952</td>
<td>6680 N. Teutonia Ave.</td>
</tr>
<tr>
<td>Port of Milwaukee</td>
<td>Donna Luty</td>
<td>3511</td>
<td>2323 S. Lincoln Mem. Drive</td>
</tr>
</tbody>
</table>

**Department of Administration:**
- Budget and Mgmt Division
- Office of Environ. Sustain.
  - Crystal Ivy
  - 3449
  - CH, Room 603
- Community Dev Grants Admin
  - Ann Scaglione
  - 5506
  - CH, Room 606
- Information & Tech Mgmt Div
  - Lisa Olive
  - 2336
  - 809 Bldg, Room 400
- Intergovernmental Relations
  - Tobie Black
  - 5584
  - CH, Room 606
- Purchasing Division
  - Tykesha White
  - 2394
  - CH, Room 601

**Department of Public Works:**
- Administration
  - Edie Greene
  - 3703
  - ZMB, Room 501
- Infrastructure Services
  - Cheryl Murphy
  - Kathy Thornton
  - 8277
  - ZMB, Room 701
  - 3408
  - ZMB, Room 602
- Water Works
  - Sherrie Smaxwill
  - 2926
  - ZMB, Room 409
- Operations Division:
  - Fleet
  - Forestry
  - Parking/Tow Lot
  - Sanitation
  - Kaylyn Jennik
  - 3706
  - ZMB, Room 620
COACHING CONVERSATIONS (Labs)

**DESCRIPTION:**
The Department of Employee Relations is hosting several open dialogue labs to support supervisors’ coaching conversations. While each lab will focus on a particular topic, all coaching concerns that supervisors bring to the session will be addressed. Mary Wacker will provide a feedback model and an introduction to the topic listed, and then supervisors will be able to share their situations and ideas for resolution. This isn't a training session, but a dialogue on how to craft specific language and actions that will help you move forward toward successful employee outcomes. Come to one or the entire series of FREE group coaching conversations where you and others will have the opportunity to get assistance with current employee challenges. **Please note that this is not a training program on supervisory skills.**

**PREREQUISITE:**
Attendees must have current supervisory responsibilities including performance reviews and be in a supervisory classification (pay ranges 100-200 in the Salary Ordinance) or be a sworn supervisor. The supervisory classification must also be their primary job for at least 6 months and not a temporary or emergency appointment.

**SEATING IS LIMITED:**
Pre-registration is required through your Training Information Coordinator (see page 2).

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>CONVERSATION TOPIC</th>
<th>DATE/TIME/LOCATION</th>
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<tbody>
<tr>
<td>Course #CCL13-0001</td>
<td>Managing Employee Reactions to Coaching</td>
<td>Date: Thursday, September 28, 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 1:30 – 3:30 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>Location: City Hall, Room 303</td>
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<tr>
<td>Course #CCL14-0001:</td>
<td>Coaching for Service Excellence</td>
<td>Date: Wednesday, October 4, 2017</td>
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<tr>
<td></td>
<td></td>
<td>Time: 9:30 – 11:30 a.m.</td>
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<td></td>
<td></td>
<td>Location: City Hall, Room 303</td>
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<tr>
<td>Course #CCL15-0001:</td>
<td>Coaching for Accountability</td>
<td>Date: Thursday, October 19, 2017</td>
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<tr>
<td></td>
<td></td>
<td>Time: 1:30 – 3:30 p.m.</td>
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<tr>
<td></td>
<td></td>
<td>Location: City Hall, Room 303</td>
</tr>
<tr>
<td>Course #CCL16-0001:</td>
<td>Coaching for Effective Teamwork</td>
<td>Date: Thursday, November 16, 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time: 9:30 – 11:30 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location: City Hall, Room 303</td>
</tr>
</tbody>
</table>

**About the Presenter:**
Mary Wacker, President of MB Wacker Associates, focuses on life/work coaching, business performance systems and organizational effectiveness. She cares about your team getting the results you want. She helps businesses develop high performance teams, leaders that make an impact, and service that wows your customers. Mary is an accomplished international speaker and has written numerous training kits and programs. She has been featured on national radio, in Milwaukee’s Business Journal and the Milwaukee Journal Sentinel. Mary is co-author of Stories Trainer Tell: 55 Ready-to-Use Stories to Make Training Stick (Jossey-Bass/Pfeiffer, 2003). She is also available as a coach to City employees and leaders. Her website is [www.mbwacker.com](http://www.mbwacker.com).
RETIEMENT PLANNING SEMINAR

ADVANCE REGISTRATION IS REQUIRED through your departmental Training Information Coordinator (see page 1 for registration instructions). Do not contact Training & Development Services to enroll. Participants must be confirmed by Training & Development Services to attend as the class size is limited. “Walk-ins” may be turned away as registered/confirmed participants are given first priority.

This seminar SPECIFICALLY addresses City retirement benefits for employees within 2 years of retirement. This seminar is not for sworn personnel or MPS employees.

All too frequently, employees do not begin to learn about the various aspects of retirement until it’s too late...after they have already retired. This retirement information program will serve as a planning vehicle for employees nearing retirement.

This 4-hour seminar will include an overview of benefits and services available to retired employees. Topics covered are:

- Pension, including a Question and Answer session
- Life insurance benefits
- Health and Dental insurance benefits
- Social Security benefits
- Deferred compensation

The presenters of these topics will include representatives from:

- Employees’ Retirement System
  - REMEMBER! Employees planning on retirement should ask for a pension benefit estimate at least six months prior to retirement. Employees planning on retirement must make an appointment with a pension counselor 30-90 days prior to their last day on the payroll.
- Social Security Benefits consultant
- Voya Financial representative
  - The Deferred Compensation program is an independent financial operation with no direct connection with the City’s pension benefits. Any questions concerning this benefit should be directed to the Deferred Compensation Plan Administrator.

ADVANCE REGISTRATION IS REQUIRED THROUGH YOUR TRAINING INFORMATION COORDINATOR.

<table>
<thead>
<tr>
<th>COURSE #:</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>RETIRE-0034</td>
<td>Friday, November 17, 2017</td>
<td>8:00 am – Noon</td>
</tr>
</tbody>
</table>

LOCATION: 789 N. Water Street, 4th floor Conference Room (Heartland Advisors building, entrance on Water Street)

PLEASE READ THE FOLLOWING IF YOU ARE ENROLLED IN THE FLEXIBLE CHOICES PROGRAM AND ARE RETIRING SOON!

Flexible Spending Account - Medical:
Coverage for FSA Medical ends on the separation date. Employees must claim reimbursement of eligible expenses within 30 days of the date of separation from the City. Expenses incurred after coverage ends are not eligible for reimbursement. Please call 286-8111 for further information or send an email to kdzapat@milwaukee.gov.

Flexible Spending Account - Dependent Care:
Coverage for FSA Dependent Care ends on the separation date. You must claim reimbursement of eligible expenses within 30 days of your date of separation from the City. Contact the City of Milwaukee’s Employee Benefits Division at (414) 286-3184 for further information or send email to DerBenefits@milwaukee.gov.
Free Online “Gale Courses” offered via the Milwaukee Public Library

Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. Topics include Accounting and Finance, Business, Computer Applications, Technology and more.

For more information go to: http://www.mpl.org/databases/all/95

Free Computer Classes for City Residents at Milwaukee Public Libraries

For the current schedule and more information, go to: http://mpl.org/services/computer_training/
E-NOTIFY FOR IN-HOUSE TRAINING OPPORTUNITIES

If you wish to receive E-mail notices, such as this Training Bulletin, for in-house training programs sponsored by Employee Relations, please subscribe to E-Notify.

In-house training programs are only open to current City of Milwaukee employees and are not open to MPS employees or the public.

Go to the following web site for instructions on how to subscribe to E-Notify for in-house training: www.milwaukee.gov/der/Training/Enotify

E-NOTIFY FOR TRANSFER/PROMOTIONAL OPPORTUNITIES

To receive timely e-mail notices when a Transfer/Promotional opportunity or Promotional Exam is announced, please go to www.milwaukee.gov/DER/JOBS/TRsubscribe

Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in Milwaukee Fire Department and Milwaukee Police Department hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

E-NOTIFY FOR OPEN JOB ANNOUNCEMENTS

To receive timely e-mail notices when an open job announcement is posted, please go to www.milwaukee.gov/jobs/EnotifyJobs

VIEW YOUR IN-HOUSE TRAINING HISTORY (1996-present)

IN SELF-SERVICE

Login to Self-Service: milwaukee.gov/selfservice
Path: Main Menu > Self Service > Learning & Development > Training Summary
✓ You will see a list of in-house courses you completed and are enrolled in (2010 – present). (Only for courses listed in Employee Relations’ Bulletin of Courses.) The 2nd list shows in-house courses taken as well as tuition reimbursement courses (1996 – 2009).

PRINT YOUR IN-HOUSE TRAINING HISTORY (1996-present)

IN SELF-SERVICE

Login to Self-Service: milwaukee.gov/selfservice
Path: Main Menu > Self Service > Performance Management > Employee Summary Report
✓ Scroll down to Training Summary, click the download icon 📄.
COACHING SERVICES

The Department of Employee Relations offers the services of experienced personal coaches. If you are interested in Coaching Services, please contact one of the coaches listed on the link below for fees and to make an appointment.

You may use your Tuition Benefit *(if you are eligible)* to work one-on-one with a personal coach provided you attend for the job-related reasons stated below*. Participants would pay the Coach directly then apply for tuition reimbursement after the coaching session. After completing the online tuition reimbursement application in self-service, you must submit a copy of a paid receipt. *The receipt must show the cost as well as state the amount that was paid, and must also list the date(s) of the session(s).*

For the most recent version of the *Tuition Benefit Guidelines and Instructions* go to [www.milwaukee.gov/Benefits2018](http://www.milwaukee.gov/Benefits2018) and scroll to “T” in the alphabetical listing.

* The Tuition Benefit will only cover coaching services for **job-related subjects** such as job coaching, performance issues, career development or career transition. Attending a coaching session on city-time is at the discretion of your department; prior permission required.

The Tuition Benefit will **not** cover coaching services for subjects such as, but not limited to *life stage issues, mid-life issues, life coaching*. *(These sessions must be attended on your own time.)*

*For a list of Coaches and for more information go to:* [www.milwaukee.gov/Trng/Coaching](http://www.milwaukee.gov/Trng/Coaching)

Coaching services may also be possible with other coaching professionals not listed. Please contact Andrea Knickerbocker at [aknick@milwaukee.gov](mailto:aknick@milwaukee.gov) if you would like to see if a particular coaching service will be covered under the Tuition Benefit.
City of Milwaukee
Employee Assistance Program (EAP)

FREE and CONFIDENTIAL to all City of Milwaukee employees and household members regardless of whether enrolled in the City's health insurance plan.

**Brief Counseling**
Everyone has problems from time to time. Usually, we work them out. But sometimes problems persist, becoming serious enough to affect us both off and on the job. At such times, the EAP may be able to offer assistance.

**Topical Presentations**
Wide range of onsite presentations offered to departments/work groups. Contact the EAP for a catalog of available workshops.

**Referrals**
To best meet your needs, the EAP helps you connect to legal, financial, wellness, and/or counseling providers within your benefits or those offered in the community at large.

**Critical/Traumatic Events**
An unexpected crisis, accident or loss may quickly leave us feeling overwhelmed. In such times, the EAP assists and provides support to potentially impacted work groups and individuals.

**Management Consultation**
Provides management and supervisors with support, training, and strategies to resolve workplace concerns impacting a direct report or workgroup.

**Information and Resources**
Navigating the abundance of support resources can be challenging. The EAP is a source of information for supportive services that may help your situation.

For further information or a confidential consultation, contact the EAP Coordinator, Cris Zamora.
Ph. 414-286-3145 Email. czamora@milwaukee.gov
Or visit the EAP webpage at [http://city.milwaukee.gov/der/eap](http://city.milwaukee.gov/der/eap)
EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

### STRESS REDUCTION: Mindfulness, Relaxation and Imagery

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP11-0011</td>
<td>Tuesday, October 24, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
<tr>
<td>EAP11-0012</td>
<td>Thursday, November 30, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
</tbody>
</table>

**COST:** FREE

**PRESENTER:** Cris Zamora, Employee Assistance & Resource Coordinator

Participants will:
- Learn about the mind-body connection as it relates to stress and overall well-being
- Learn stress reduction tools that include: mindfulness, breath work and progressive muscle relaxation

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

### BUILDING EMOTIONAL RESILIENCY: Learning Through Adversity

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>EAP21-0011</td>
<td>Tuesday, October 31, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
</tbody>
</table>

**COST:** FREE

**PRESENTER:** Cris Zamora, Employee Assistance & Resource Coordinator

Participants will:
- Learn what “emotional resiliency” is
- Learn what the common characteristics of emotionally resilient people are
- Learn ingredients toward building emotional resiliency

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)
EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

WORKPLACE NEGATIVITY: Addressing Poor Employee Morale

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP2-0012</td>
<td>Tuesday, November 7, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
</tbody>
</table>

NOTE: This workshop is for current Managers and Supervisors only.

COURSE NO. DATE TIME LOCATION
EAP2-0012: Tuesday, November 7, 2017 12:00 – 1:00 p.m. City Hall, Room 301-C

COST: FREE

PRESENTER: Cris Zamora, Employee Assistance & Resource Coordinator

Participants will:
✓ Learn how employee’s perception of confidence, control and sense of community/team impacts morale
✓ Learn how to “spot” workplace negativity
✓ Learn identification of common causes that lead to workplace negativity
✓ Learn tips on how to improve and prevent workplace negativity

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

TIME MANAGEMENT: Making the Best Use of It

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP6-0010</td>
<td>Thursday, November 16, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
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</table>

COURSE NO. DATE TIME LOCATION
EAP6-0010: Thursday, November 16, 2017 12:00 – 1:00 p.m. City Hall, Room 301-C

COST: FREE

PRESENTER: Cris Zamora, Employee Assistance & Resource Coordinator

Participants will:
✓ Learn procrastination busting tips
✓ Obtain prioritizing tools and understand the importance of effective scheduling in best managing one’s time

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)
EMPLOYEE ASSISTANCE PROGRAM (EAP) WORKSHOPS

FEEL FREE TO BRING A LUNCH WITH YOU!!

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

### INTRODUCTION TO EMOTIONAL INTELLIGENCE

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP27-0002</td>
<td>Tuesday, November 21, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
<tr>
<td>COST:</td>
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<td></td>
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<tr>
<td>PRESENTER:</td>
<td>Cris Zamora, Employee Assistance &amp; Resource Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Participants will:
- Learn the core pillars of Emotional Intelligence
- Assess their own degree of Emotional Intelligence
- Learn ways to improve their own Emotional Intelligence

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)

Advance registration is required through your department’s Training Information Coordinator (see page 1 for instructions). Provide the Coordinator with the Course Number and your 6-digit PeopleSoft ID #.

### P.E.R.M.A.:
The Secret Sauce for Lasting Happiness

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>EAP25-0002</td>
<td>Thursday, December 7, 2017</td>
<td>12:00 – 1:00 p.m.</td>
<td>City Hall, Room 301-C</td>
</tr>
<tr>
<td>COST:</td>
<td>FREE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRESENTER:</td>
<td>Cris Zamora, Employee Assistance &amp; Resource Coordinator</td>
<td></td>
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</tr>
</tbody>
</table>

Participants will:
- Learn the elements of P.E.R.M.A in creating happiness
- Discuss how to actualize these ingredients towards maintaining lasting happiness

Participants can earn 5 Healthy Rewards points for attending (15 points maximum for Lunch & Learns.)
Welcome to the City of Milwaukee Financial Wellness Seminars

You are invited to attend a seminar of your choice. Please feel free to bring your lunch with you, as lunch will not be provided.  

*Receive 5 Healthy Rewards points for attending a 45-minute session*.  

Advance registration is necessary due to limited seating. Please register through your Training Information Coordinator (see reverse side).  

Please provide your Training Information Coordinator with the Course Number and your 6-digit employee ID number.

The **Personal Finance Basics** presentation will focus on learning how to make smart money decisions, handle debt, and how a budget can help you reach financial goals. We will discuss the importance of looking at one’s overall financial picture and determining where your money goes and where it can take you, as well as providing some tools to manage your finances. The target audience is geared toward those who are looking for basic financial information and utilizing tools, such as Personal Financial Dashboard or Home Budget and Savings Calculator to manage your finances. These may help assist you in finding additional dollars to either begin a Deferred Compensation Plan or to increase your current savings rate.

The **Retirement Readiness with myOrangeMoney** presentation will focus on providing you with information of income replacement in retirement and how Voya’s interactive, educational online experience, myOrangeMoney can show you the future monthly income you may need and progress toward your goal. It will cover estimating expenses in retirement, coming up with an income goal and touch on the CMERS Pension, social security, Roth versus pretax and Voya professional help options. The target audience is participants who are at 15 years or less from retirement; however all are welcome.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC10-0001</td>
<td>Personal Finance Basics</td>
<td>November 14</td>
<td>11:30 – 12:15</td>
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