



BULLETIN OF COURSES

Department of Employee Relations
Training & Development Services Section



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NOTE: Sessions held regularly and have passed are listed as TBA

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 (Tiffeny Hankins)* **once** a course reaches a minimum number of registrations. Do not attend a class unless you have received the official e-mail confirmation from Tiffeny. *(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

TRAINING INFORMATION COORDINATORS

(r. 7.27.18)

DEPARTMENT	NAME	EXT.	LOCATION
Assessor's Office	Emme Maldonado	3176	CH, Room 507
City Attorney, Office of	Vacant	8822	ZMB, Room 716
City Clerk (Common Council)	Terry MacDonald	2233	CH, Room 205
City Development and RACM	Siena Bickham	5887	809 Bldg, 3rd Floor
City Development, HACM only	Todd Slusar	5890	809 Bldg, 3rd Floor
City Treasurer's Office	Theresa Spidell	2257	CH, Room 103
Comptroller's Office	Sharon Kraft	2306	CH, Room 404
Deferred Compensation	Elaine Bieszk	5151	CH, Room 404
Election Commission	Denise Walton	5995	CH, Room 501
Employees' Retirement System	Todd Warner	2168	789 N. Water, Suite 300
Fire Department	Cassie Taylor	5289	6680 N. Teutonia Ave.
Fire and Police Commission	Renee Keinert	5072	CH, Room 706-A
Health Department	Lori Hoffmann	3607	ZMB, Room 315
Library, Milwaukee Public	Sha'Nese Burnell Jones	3047	814 W. Wisconsin Ave.
Mayor's Office	Patty Doll	3677	CH, Room 201
Municipal Court	Jane Islo	3837	951 N. James Lovell
Neighborhood Services	Steph O'Connor	3684	ZMB, Room 104
Police Department	Sally Kallas	7952	6680 N. Teutonia Ave.
Port of Milwaukee	Donna Luty	3511	2323 S. Lincoln Mem. Drive
Department of Administration:			
<ul style="list-style-type: none"> • 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 Division	Lisa Olive	2336	809 Bldg, Room 400
Intergovernmental Relations	Tobie Black	5584	CH, Room 606
Purchasing Division	Delisha Moore	3508	CH, Room 601
Department of Public Works:			
<ul style="list-style-type: none"> • Administration • Infrastructure Services → <ul style="list-style-type: none"> ○ Facilities Management → • Water Works 	Edie Greene	3703	ZMB, Room 501
	Cheryl Murphy	8277	ZMB, Room 701
	Kathy Thornton	3408	ZMB, Room 602
	Sonia Maldonado	2926	ZMB, Room 409
<ul style="list-style-type: none"> • Operations Division: <ul style="list-style-type: none"> ➤ Fleet ➤ Forestry ➤ Parking/Tow Lot ➤ Sanitation 	Kaylyn Jennik	3706	ZMB, Room 620

RETIREMENT 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.

Participants can earn 10 Healthy Rewards points for attending (30 points maximum for Lunch & Learns)

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:

- Employee's' Retirement System**
 - o **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**
 - o 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.		
COURSE #	DATE	TIME
RETIRE-0039	Friday, February 22 nd , 2019	8am-12pm
RETIRE-0040	Friday, June 7 th , 2019	8am-12pm
RETIRE-0041	Friday, August 23 rd , 2019	8am-12pm
RETIRE-0042	Friday, November 15 th , 2019	8am-12pm
LOCATION:	789 North Water Street , 4th FLOOR CONFERENCE ROOM	

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 tbiern@milwaukee.gov.

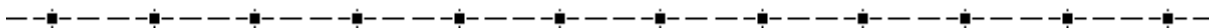
Flexible Spending Account - Dependent Care:

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/self-service

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/self-service

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 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

Coaching services may also be possible with other coaching professionals not listed. Please contact Andrea Knickerbocker at aknick@milwaukee.gov if you would like to see if a particular coaching service will be covered under the Tuition Benefit.

Coaching Classes TBD

Employee Assistance Program (EAP)



City of Milwaukee 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.



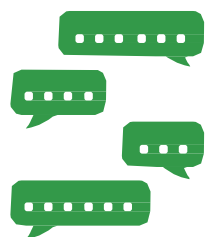
Referrals

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>



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

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resources Coordinator		
<p>Participants will access their own degree of Emotional Intelligence. Also learn ways to improve their own Emotional Intelligence.</p> <p>Audience will learn the core pillars of Emotional Intelligence</p> <p>Participants can earn 5 Healthy Rewards points for attending (30 points maximum for Lunch & Learns)</p>			

REFLECTIVE LISTENING: HOW TO LISTEN EFFECTIVELY

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistant & Resources Coordinator		
<p>Participants will learn the effectiveness of "Active Listening" in ensuring accurate communication and report building.</p> <p>Verbal and Non-Verbal skills essential to "Active Listening"</p> <p>Limit 10 participants due to room size.</p> <p>Participants can earn 5 Health Rewards Points for attending (30 points maximum for Lunch & Learns)</p>			

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 #.

CUSTOMER SERVICE: DEALING WITH DIFFICULT CUSTOMERS

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		

Audience will be able to identify and learn how to avoid common pitfalls in dealing with particular challenging customers/clients.

Participants will identify key Do's and Don'ts to Customer Service.

Participants can earn 5 healthy rewards points for attending (30 points maximum for Lunch & Learns)

TIME MANAGEMENT : *Making the Best Use of It*

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resources Coordinator		

Participants will obtain prioritizing tools and understanding the importance of effective scheduling in best managing one's time. Audience will also learn Procrastinating busting tips.

Participants can earn 5 Healthy Rewards points for attending (30 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 #.

WORKPLACE NEGATIVITY: ADDRESSING POOR EMPLOYEE MORALE

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE –		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		
<p>Participants will learn how to "Spot" workplace negativity. Audience will learn tips on how to improve and prevent workplace negativity.</p> <p>Participants will learn hoe employee's perception of confidence, control and sense of community/team impacts morale. Identification of common causes that lead to workplace negativity.</p> <p>Participants can earn 5 Healthy Rewards Points for attending (30 points maximum for Lunch & Learns)</p>			

STRESS REDUCTION: MINDFULNESS, RELAXATION AND IMAGERY

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management and Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resources Coordinator		
<p>Participants will learn about the mind –body connection as it relates to stress and overall well-being.</p> <p>Audience will learn various stress reduction tools that include: Mindfulness, breath work, progressive muscle relaxation and imagery.</p> <p>Participants can earn 5 Health Rewards Points for attending (30 points maximum for Lunch & Learns)</p>			

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 #.

PROFESSIONALISM: Not JUST A TITLE AND A TIE

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE –LIMIT 10 PARTICIPANTS DUE TO ROOM SIZE		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		
Participants will discuss and identify a personal professional development plan. Audience will learn about Professionalism as it applies to specific and key work behavior traits. Participants can earn 5 Healthy Rewards Points for attending (30 points maximum for Lunch & Learns)			

MENTAL ILLNESS: TRUTH AND MYTHS

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		
Audience will learn facts about depression, anxiety, and psychosis. Audience will discuss commonly held misconceptions on mental illness Participants can earn 5 Health Rewards Points (30 points maximum for Lunch & Learns)			

BUILDING EMOTIONAL RESILIENCY: LEARNING THROUGH ADVERSITY

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management or Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		
<p>Audience will learn what is “Emotional Resiliency”</p> <p>Participants will learn what the common characteristics of emotionally resilient people are.</p> <p>Participants will learn ingredients toward building emotional resiliency.</p> <p>Participants can earn 5 Healthy Reward Points for attending (30 points maximum for Lunch & Learns)</p>			

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 #.

ASSERTIVENESS SKILLS TRAINING: A GUIDE TO GETTING WHAT YOU WANT AND NEED

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE (Management and Non-Management can attend)		
PRESENTER:	Cris Zamora, Employee Assistance & Resource Coordinator		
<p>Participants will identify their own interpersonal pattern as passive, assertive and aggressive interpersonal patterns.</p> <p>Participants will learn essential skills associated with assertiveness.</p> <p>Participants will learn to differentiate between passive , assertive and aggressive interpersonal patterns</p> <p>Participants can earn 5 Healthy Rewards Points for attending (30 points maximum for Lunch & Learns)</p>			

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 #.

DEPRESSION: IN THE WORKPLACE

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE-		
PRESENTER:	Cris Zamora , Employee Assistance &Resource Coordinator		
Participants will gain information on current clinical depression trends Audience will learn common signs and symptoms of depression Audience will learn useful antidepressant skills to guard against depression Participants can earn 5 Healthy Rewards Points for attending (30 points maximum for Lunch & Learns)			

P.E.R.M.A. THE SECRET SAUCE FOR LASTING HAPPINESS

COURSE NO.	DATE	TIME	LOCATION
TBA			CITY HALL ROOM 303
COST	FREE (Management and Non-Management can attend)		
PRESENTER:	Cris Zamora , Employee Assistance &Resource Coordinator		
Audience will learn the elements of PERMA in creating happiness Audience will discuss how to actualize these ingredients toward maintaining lasting happiness. Participants can earn 5 Healthy Rewards Points for attending (30 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 #.

Wisconsin’s Open Meetings Training

COURSE NO.	DATE	TIME	LOCATION
TBA			
COST	FREE		
PRESENTER:	Peter Block, Assistant City Attorney		

This 1-hour session will cover the basics of Wisconsin’s Open Meetings Law, including when it applies, who it applies to, what duties it imposes, when a governmental body can go into closed session, and what occurs if there is a violation.

Highly recommended for city employees who have not had open meetings training, who just want a refresher, or who have any questions they want answered.



Welcome to the City of Milwaukee Financial Wellness Seminars

You are invited to attend a session 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*.**

Retirement Readiness with myOrangeMoney

This seminar will focus on the myOrangeMoney tool and how to use it to estimate income replacement. We will provide information on calculating expenses in retirement and setting an income goal, as well as discuss CMERS pension benefits, Social Security benefits, Roth versus pre-tax and Voya Professional Advice options.

Investing Concepts

This engaging seminar is a classic “101” class on investments that explains investment types, investment trends and performance. It will also discuss your Deferred Compensation plan’s specific investment options, as well as the fees that are associated with the plan.

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.***

COURSE #	DATE	TIME	LOCATION
WFS-001	Tuesday, December 11 th , 2018 -Retirement Readiness	11:00am	809 North Broadway, 1 st Fl. Conference room
WFS-002	Tuesday, December 18 th , 2018- Investing Concepts	12:30pm	809 North Broadway, 1 st Fl. Conference room

*The Wellness Program is offered to you exclusively through the City of Milwaukee. Voya Financial and its affiliates are not party to this program offering and do not make a determination about how points are valued or awarded.

Information from registered Plan Service Representatives is for educational purposes only and is not legal, tax or investment advice. Local Plan Service Representatives are registered representatives of Voya Financial Advisors, Inc., member SIPC.

Plan administrative services are provided by Voya Institutional Plan Services, LLC (VIPS). VIPS is a member of the Voya® family of companies and is not affiliated with the City of Milwaukee. CN0920-37236-1018-D

Schedule a one-on-one meeting with a local Voya representative

1) **By phone**

Call **844-360-MDCP (6327)**, Monday through Friday from 7 am. To 7 p.m. CT (excluding New York Stock Exchange holidays) to speak with a Customer Service Representative who will schedule an in-person appointment with a local Voya representative.

2) **One-on-one meeting**

Schedule a one-on-one meeting with a local Voya representative by going to www.milwaukeedcp.com and using the online scheduling tool.

Screenshot of the website to make a one-on-one appointment. www.milwaukeedcp.com



City of Milwaukee 457 Deferred Compensation Plan



⚠ INITIAL LOGIN: When first logging in to your City of Milwaukee Deferred Compensation Plan account, click Register Now and follow the instructions. Your PIN is listed in the security mailer you received from Voya. Alternatively, you can register with your date of birth. You will then set up your Username and Password for future website and Voya Retire mobile app access. Note, you will need your PIN when calling.