MyFoundation

Development Training Course Catalog

Updated October 2023

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We are excited to offer online development training classes for employees while in-person training is only minimally being offered due to the pandemic. This program allows all employees to continue enhance their skill set and development in a flexible, customizable way exclusively online.

Additionally, employees in progressions systems may use this training to count towards their training requirements as applicable.

Development Training Contact Information
Our staff is ready and willing to assist you with your training needs. If you have questions, specific development training needs or special requests, please email compclass@cityoftulsa.org.

Table of Contents

The City's progression programs are designed to encourage employees to take initiative, develop their skills and knowledge, and to help them move through their career successfully. This document contains detailed information on current online class options and how training fits into the progression system.

How Training Credits Work

Training credits are the unit of measure applied in progression programs to award employees credit for successfully completing training. The credit amounts are based off the amount of time and effort required to complete each class and are listed in the Development Training Course Catalog below.

It is important to have a clear understanding of what is required in each progression, since different terms are used throughout the progression criteria documents.

Some progression program criteria documents reference training classes or training courses, which can be used interchangeably. Specific training types are also referenced in a variety of ways. For example, specific training requirements are sometimes referred to as "leadership skills", "communications", "HR training", or various safety training.

➢ Examples of safety training classes include, CPR, OSHA, and Mind, Body & Safety.
➢ Examples of non-safety online training classes include Business Ethics and Business Professional.
➢ Examples of non-safety in-person training classes include Diversity, Listening & Dialogue, Six Sigma, and Interviewing Skills for Employees.

Guidelines

To ensure clear understanding, please be aware of the following guidelines:

- Training classes are designated either safety or non-safety.
  - All non-safety training refers to development training.
- Safety training can no longer be substituted for non-safety (development) training and vice versa.
- In order to meet the requirements for training in progressions, employees will need to earn progression credits.
- When a progression criteria document says it requires '1 course', it means it requires 1.00 credit.
- Each credit is weighted based upon the time necessary for an employee to complete the training or coursework.
  - *For example:* A class that requires approximately two (2) hours to complete will be weighted as 0.25 progression credits, whereas a class that requires approximately eight (8) hours to complete will be weighted as 1.00 progression credit.

Credits Based on Estimated Class Length
2-3 hours = 0.25 credits
4-5 hours = 0.50 credits
5-6 hours = 1.00 credit **when completed in conjunction with a 0.25 credit class only.** Otherwise, 0.50 credits will be awarded.
7-8 hours = 1.00 credit
More than 8 hours = varies by class, but a minimum of 1.00 credit

- Progression credits are only valid if applied within two (2) years of the date of completion of the class.
- Only classes from the Development Training Course Catalog will be awarded credit and each class in the catalog indicates how many training credits the class is worth.
  - Classes must also be pre-approved by management and fit within the designated career path the employee is pursing. (Management approval does not need to be submitted with the progression paperwork and is managed by departments only, not HR.)

- Employees should request approval from management before enrolling in any online classes for progression credit.
- Discussions about career paths should take place regularly between management and employees but are especially well-suited to PPR sessions.
- Online training should be scheduled with a supervisor just like if an employee were to be attending training at City Hall or Safety Training, and employees must complete progression training during their regular work hours.

To verify online class completion for progression credit, employees must follow these two (2) criteria:

- o **(1) COMPLETE THE TRAINING ACCOMPLISHMENT FORM:** The Training Accomplishment Form must be completed prior to submitting a progression packet for approval and can be found <u>here</u> or by pasting the link below into your browser: https://forms.office.com/Pages/ResponsePage.aspx?id=4IrVeUggjE2cWYsbfftCBBE8EbGi8BpEsQ-OXFO6vnNUNFFXODNRNzBXSVU4QlZLSTNHMVc0S0cyRi4u
    - Employees should review the Training Accomplishment form before they begin training classes to ensure understanding of the form requirements.
      - For example, employees are required to record the total amount of time spent on each section of the course.
- o **(2) SUBMIT COURSE CERTIFICATE OR COMPLETION VERIFICATION:** The completed course certificate or verification must be submitted with the progression paperwork.

<u>Failure to complete both may delay progression processing and any associated pay increases</u>.

Accessing Online Training

Universal Class via Tulsa City County Library
WEBSITE: https://www.tulsalibrary.org/programs-and-services/online-learning
VIDEO: How to use Universal Class via Tulsa City County Library: click here or copy and paste into browser: https://thecityoftulsa.sharepoint.com/:v:/s/ITTraining/EVIz3NAt0tdKlsyYrLHt2dMB4609H8z750UnY2LwVRRiNQ?e=CrKhAE&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFppZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InpwZXcifX0%3D
Taking an Alison Class
WEBSITE: www.Alison.com
VIDEO: How to use Alison.com: click here or copy and paste into browser: https://thecityoftulsa.sharepoint.com/:v:/s/ITTraining/EV3wy4tBYrxEqT9Y9KFDYfEBWG0YqUDE9g7pXW0NlOB13g?e=HUQnKP&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFppZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InpwZXcifX0%3D
GovEx – What Works Cities
WEBSITE: https://wwc.govex.academy/catalog
VIDEO: How to use GovEx: click here or copy and paste into browser: https://thecityoftulsa.sharepoint.com/:v:/s/ITTraining/EbuIZZ1lClFHlMe6cP2Mc5QBxqkn3R5elkzSEhu5KXOnZg?e=jUr9Vj&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFppZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InpwZXcifX0%3D
Access Code: WWC18TulsaOK

Keep in mind classes approved for progression credit are subject availability and offerings may change. Always refer to the **current** course catalog, which can be found on the City website at https://www.cityoftulsa.org/city-employees/resources/training-opportunities/. If you have questions, please email CompClass@cityoftulsa.org.

Employees are responsible for the accurate completion of progression documentation and for providing the City of Tulsa's Human Resources Department with copies of any transcripts, certifications,or other documentation required to verify progression.

Training and the AIM Plan

The AIM Plan establishes 16 AIMs or goals for the Tulsa community impacted by the services provided at the City of Tulsa. For each AIM, the City has identified strategies and measurable actions for execution of the strategies and achieving community-wide AIMs.

Elected Officials and Senior Leaders will use the Community Performance Indicators and Strategies to allocate resources and measure whether our work is having the intended impact.

Continuing Education and Progressions for City of Tulsa employees directly affects the following portions of the AIM Plan:

- **Education - Foster and encourage completion of education necessary to succeed in a skilled labor market**
- **Core Services - Deliver high quality core services that citizens expect from municipal government**
- **Inside City Hall - Foster a culture that promotes positive morale for employees**
- **Inside City Hall - Responsibly manage resources through continuous improvement and collaborative partnerships**

DEVELOPMENT TRAINING | COURSE CATALOG

CATEGORY: Business Leadership Skills

What Great Leaders Do	Credits
Estimated Completion Time: 1-2 hours *Website: Alison.com*	0.25 Credits

Introduction to Strategic Management	
Estimated Completion Time: 2-3 hours *Website: Alison.com*	0.25 Credits

Diploma in Customer Service	
Estimated Completion Time: 6-8 hours *Website: Alison.com*	1.00 Credit ***NEW***

Essential Management Skills for the Workplace	
Estimated Completion Time: 2-3 hours *Website: Alison.com*	0.25 Credits

Business Budgeting 101: How to Plan, Save, and Manage	
Estimated Completion Time: 4 hours *Website: TCCL Universal*	0.5 Credits

Business Professionalism	
Estimated Completion Time: 5 hours *Website: TCCL Universal*	0.5 Credits

Organizational Behavior in Business	
Estimated Completion Time: 7 hours *Website: TCCL Universal*	1.00 Credit

Administrative Assistant 101	
Estimated Completion Time: 8 hours *Website: TCCL Universal*	1.00 Credit

Community Development	
Estimated Completion Time: 8 hours *Website: TCCL Universal*	1.00 Credit

Delegation Skills	
Estimated Completion Time: 5-6 hours *Website: TCCL Universal*	1.00 Credit**

Time Management 101	
Estimated Completion Time: 7 hours *Website: TCCL Universal*	1.00 Credit

Business Ethics	
Estimated Completion Time: 8 hours	1.00 Credit
Website: TCCL Universal	

Introduction to Project Management	
Estimated Completion Time: 8 hours	1.00 Credit
Website: Alison.com	**NEW**

Lean Management	
Estimated Completion Time: 6-8 hours	1.00 Credit
Website: TCCL Universal	**NEW**

CATEGORY: Communication and Interpersonal Skills

Introduction to Communication Skills	Credits
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Communication Skills - Group Work and Networking	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Communication Skills - Persuasion and Motivation	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Business Communication - Developing Effective Business Presentation Skills	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Winning With Communication - Master Your Communication Skills	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Dealing With Difficult People In Life and Work ---(Condensended Version)---	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Dealing with Difficult People ---(Expanded Version)---	
Estimated Completion Time: 7 hours	1.00 Credit
Website: TCCL Universal	

Communication with Diplomacy and Tact	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Listening Skills 101	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Motivational and Public Speaking 101	
Estimated Completion Time: 8 hours	1.00 Credit
Website: TCCL Universal	

Assertiveness Training	
Estimated Completion Time: 8 hours	1.00 Credit
Website: TCCL Universal	

Conflict Resolution 101	
Estimated Completion Time: 7 hours	1.00 Credit
Website: TCCL Universal	

Interpersonal Skills - Introduction to Soft Skills	
Estimated Completion Time: 4 hours	0.5 Credits
Website: Alison.com	*NEW*

Interpersonal Skills - Advanced Soft Skills	
Estimated Completion Time: 4 hours	0.5 Credits
Website: Alison.com	*NEW*

CATEGORY: Computer Skills

Computer Literacy Level 1 - Computer Basics	Credits
Estimated Completion Time: 6-8 hours	1.00 Credit
Website: TCCL Universal	*NEW*

Computer Literacy Level 2 - Internet Basics	
Estimated Completion Time: 6-8 hours	1.00 Credit
Website: TCCL Universal	*NEW*

Computer Literacy Level 3 - Living and Working Online	
Estimated Completion Time: 6-8 hours	1.00 Credit
Website: TCCL Universal	*NEW*

Touch Typing Training (keyboarding 101)	
Estimated Completion Time: 6-8 hours	1.00 Credit
Website: Alison.com	*NEW*

Business Communication - Fundamentals of Business Writing	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Microsoft Outlook 2013 for Beginners - Master Your Inbox	
Estimated Completion Time: 2-3 hours	0.25 Credits
Website: Alison.com	

Microsoft Excel 2019 Beginners	

Estimated Completion Time: 4 hours	0.5 Credits
Website: Alison.com	**NEW**

Microsoft Word 2019	
Estimated Completion Time: 7 hours	1.00 Credit
Website: TCCL Universal	

CATEGORY: Leveraging Data

Getting started with Data Inventorying	
Estimated Completion Time: 2 hours	0.25 Credits
Website: GovEx	

Getting Started with Data Management	
Estimated Completion Time: 2 hours	0.25 Credits
Website: GovEx	

Getting Started with Data Standards	
Estimated Completion Time: 2 hours	0.25 Credits
Website: GovEx	

Getting Started with Performance Analytics	
Estimated Completion Time: 2 hours	0.25 Credits
Website: GovEx	

CATEGORY: Development for Personal Growth

Emotional Intelligence and Career Engagement in the Workplace	
Estimated Completion Time: 4 hours	0.5 Credits
Website: Alison.com	**NEW**

Anger Management 101	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Anxiety Therapy	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Developing Great Social Skills	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Habits of Millionaires	
Estimated Completion Time: 5 hours	0.5 Credits
Website: TCCL Universal	

Confidence Building	
Estimated Completion Time: 6 hours	1.00 Credit
Website: TCCL Universal	

Managing Your Career	
Estimated Completion Time: 6 hours	1.00 Credit
Website: TCCL Universal	

CATEGORY: Safe & Respectful Workplace

Diversity Training 101	Credits
Estimated Completion Time: 5 hours *Website:* TCCL Universal	0.5 Credits

Diversity and Inclusion Training	
Estimated Completion Time: 7 hours *Website:* TCCL Universal	1.00 Credit

Generational Diversity in the Workplace	
Estimated Completion Time: 6 hours *Website:* TCCL Universal	1.00 Credit**

Gender Sensitivity Training	
Estimated Completion Time: 7 hours *Website:* TCCL Universal	1.00 Credit

Workplace Sexual Harassment in the #MeToo Era	
Estimated Completion Time: 7-8 hours *Website:* TCCL Universal	1.00 Credit ***NEW***

Workplace Violence: A Guide to Responding and Preventing	
Estimated Completion Time: 7-8 hours *Website:* TCCL Universal	1.00 Credit ***NEW***

**Additional Course Required: These courses must be taken in conjunction with one of the courses worth 0.25 credits in order for the employee to be awarded 1.00 credit.

IMPORTANT: Please note that some progressions require Safety training which is different than the Development training listed above. Safety training is not offered online so please go to the Employee page of the City of Tulsa website at https://www.cityoftulsa.org/employees to view the in-person training schedule. Once on the Employee page, scroll down to the Human Resources section to find the schedule linked.