



# Town of Westerly

## Fall 2017

### Training Catalog

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#### **Registration:**

To register for any of the training classes, please contact Haley Hamilton at 401-348-2537 or e-mail at [hr@westerlyri.gov](mailto:hr@westerlyri.gov).

#### **Future Training Opportunities:**

Staff who are interesting in receiving training on a particular topic are highly encourage to fill out a training course request form located online: [Training Course Request Form](#).

HR will review all completed Training Course Request Forms to determine the feasibility of offering the requested training classes.

## **CPR / AED / First Aid Training**

### **Class Description:**

This hands-on skills training prepares you to respond to breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED). This class will also go over techniques in first aid.

### **Target Audience:**

Anyone who is interested in learning CPR, the use of an AED, and basic first aid skills. Individuals who work in a department or on a floor of a building where an AED is located, are highly encouraged to take the class.

### **Trainer Information:**

This class will be taught by members of the Westerly Ambulance Corps.

### **Class Information:**

Location: Westerly Ambulance Corps

Date: Wednesday, September 20, 2017

Time: 9:30 AM – 12:30 PM

## **Reasonable Suspicion Referral for Drug and Alcohol Testing**

### **Class Description:**

This program is intended to inform and designated DOT supervisory personnel the do's and don'ts, why's and how's in making fair and reliable reasonable suspicion drug and alcohol testing referrals of covered employees performing safety-sensitive job functions.

### **Target Audience:**

This program is intended for all staff who supervisor or crew lead DOT regulated employees.

### **Trainer Information:**

This class will be taught by members of the Town's Human Resources Department.

### **Class Information:**

Location: Westerly Town Council Chambers

Date: Wednesday, October 25, 2017

Time: 9:30 AM – 12:00 PM

## **10 Question Retiree Guide with Individual Sessions**

### **Class Description:**

Transition into and through retirement can be rewarding and challenging. So having a plan is important. We'll focus on 10 key questions you should ask, from saving, to Social Security and Medicare, and managing your investments, withdrawals and taxes.

After Jason's presentation, employees will be eligible to have one-on-one sessions with Jason to go over their specific cases.

### **Target Audience:**

This program is intended for staff who are nearing retirement and participate in the Town's 457 or 401(a) plans. Staff who will be eligible for retirement in the next five years are highly encouraged to attend.

### **Trainer Information:**

This class will be taught by Jason Atwater, Certified Financial Planner, ICMA-RC.

### **Class Information:**

Location: Westerly Town Council Chambers

Date: Thursday, November 9, 2017

Time: 10:00 AM – 12:00 PM Session

Time: 12:00 PM – 1:30 PM 15 minute slots for private sessions.

## **Investing in Retirement Basics**

### **Class Description:**

Whether you're just starting out in your career or need a refresher, this seminar serves as a discussion point for your retirement portfolio. It introduces basic investing concepts, including risk, asset allocation, diversification, rebalancing, market timing and dollar-cost averaging.

### **Target Audience:**

This program is intended for staff who participate in the Town's 457 or 401(a) plans.

### **Trainer Information:**

This class will be taught by Mike Savage, ICMA-RC.

### **Class Information:**

Location: Westerly Town Council Chambers

Date: Thursday, November 9, 2017

Time: 1:30 PM – 3:00 PM.

## **Behavioral Based Interviewing 101**

### **Class Description:**

Has it been awhile since you interviewed? This class provides the participants the ability to sit through a mock interview using the behavioral based interviewing technique. We will review the foundation of the behavioral based interviewing technique, why it is used, and the concept of past performance is the best predictor of future performance. This is a highly interactive class, were participation will be required and participants will have the option to go through mock interviews and receive feedback.

### **Target Audience:**

Any Town employee who is interested in applying for or promoting into a non-unionized Town position.

### **Trainer Information:**

This class will be taught by members of the Town's Human Resources Department.

### **Class Information:**

Location: TBD

Date: Wednesday, December 13, 2017

Time: 1:30 PM – 4:00 PM

## **National Safety Council's Defensive Driving Course**

### **Class Description:**

Motor vehicle collisions continue to be the leading cause of occupational fatalities. Crashes on and off the job have far-reaching financial and psychological effects on employees, their co-workers, and their employers. Beacon Mutual is offering the National Safety Council's 4-hour Defensive Driving Course (DDC-4). Participants completing the course will receive a certificate from the National Safety Council.

National Safety council (DDC-4) is a fast-paced, four-hour driver improvement program taught within a classroom setting through lecture, video sessions, and case study scenarios. Attendees will be given a student course guide with easy-to-follow layout and enhanced graphics, session objectives, learner centered activities, and discussion questions.

This program will provide participants with various defensive driving techniques designed to reduce collision-related injuries, fatalities, and costs. National Safety

Council (DDC-4) addresses the important of attitude in preventing accidents and reinforces good driving skills.

**Target Audience:**

Any Town employee who drives passenger cars, pickup trucks and/or minivans while performing their duties for the Town of Westerly. All Town employees who drive Town vehicles, even on a sporadic basis are highly encouraged to attend.

**Trainer Information:**

This class will be taught by employees of Beacon Mutual.

**Class Information:**

This class is offered twice in the fall schedule. When registering please indicate which date you would like to attend.

Location: Beacon Mutual, 1 Beacon Center, Warwick RI 02886

Date (1): Tuesday, September 19, 2017

Date (2): Tuesday, November 28, 2017

Time: 8:00 AM – 12:00 PM

## **Supervisor Safety Awareness**

**Class Description:**

Supervisor Safety Awareness educates supervisors on the important of safety. Topics include: a discussion on Worker’s Compensation, the true cost of an accident, hazards and controls and accountability.

**Target Audience:**

This class is intended for any person who is responsible for the day-to-day supervision of employees, or any member of the Town’s safety committee.

**Trainer Information:**

This class will be taught by employees of Beacon Mutual.

**Class Information:**

Location: Beacon Mutual, 1 Beacon Center, Warwick RI 02886

Date: Tuesday, October 17, 2017

Time: 1:00 PM – 4:00 PM

# **Sexual Harassment Prevention Training**

## **Class Description:**

This class focuses on issues of harassment, including the definition of improper conduct. This practical workshop, designed for all levels of Town employees, provides guidance on managing day-to-day interactions to prevent unlawful discriminatory harassment and retaliation.

## **Target Audience:**

All Town employees who have been hired since January 2016 must attend this training.

## **Trainer Information:**

This class will be taught by employees in the Town's Human Resources Department.

## **Class Information:**

Location: TBD

Date: Wednesday, December 6, 2017

Time: 9:00 AM – 12:00 PM