

PROFESSIONAL DEVELOPMENT CLASSES



At this time the learning center has gone **virtual!** We've moved some of our original trainings to a virtual format, but we've also added some topics that we think will aid you during this time. Please see the updated topics below.

Sign up [here](#) or visit <https://www.memphistn.gov/learning>
Questions? Email otdcom@memphis.tn.gov

EMOTIONAL HEALTH/WELL-BEING

The HR Learning Team is partnering with CONCERN EAP and ColorfulQuote to bring our city employees a stress-free work environment. For times and to register for classes below, click the LMS link above.

MANAGING FAMILY LIFE DURING DIFFICULT TIMES AND MANAGING EMPLOYEES DURING DIFFICULT TIMES

**April
22**

**April
29**

LEARN ABOUT STRESS, ANXIETY & DEPRESSED MOODS AND WAYS TO DE-STRESS

**May
5**

**May
20**

POWER OF POSITIVE THINKING AND EFFECTIVE COMMUNICATION

**June
10**

**June
16**

ONLINE COLORFULQUOTE MEDITATION - 12:30PM

A 30-minute contemplative exercise that helps professionals reduce stress and gain perspective so they can tackle life's challenges with greater ease.

**April
23**

**May
1**

**May
7**

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TELECOMMUTING 101

Self paced learning

The HR Learning Team is partnering with the Information Systems Division to resource step by step instructions and guides to making your telecommuting experience as efficient as possible. These documents include working with Microsoft Teams, Forwarding Office Calls, etc!

ONGOING PROFESSIONAL LEARNING

RESPECTFUL WORKPLACE

8:30 a.m.- 12:30 p.m.

This training focuses on respect, acceptable workplace conduct and the essential behaviors that foster a more respectful, inclusive and ultimately profitable workplace.

April
30

May
14

May
28

CAREER CENTER

Resume Review/Mock Interview

Get one on one help on your current resume or practice and receive feedback for an interview.

April
24

May
22

June
19

The following trainings are postponed until further notice - Communication Strategies, Escape Room, Management 101, Teambuilding, Successful Interviews, & Embracing a Multi-Generational Workforce.

TECHNICAL CLASSES

For dates and to register click [here](https://www.memphistn.gov/learning) or visit <https://www.memphistn.gov/learning>
Spots are limited.



MICROSOFT EXCEL: PART I, PART II, PART III

This training will focus on using Excel 2016 and how to create spread sheets and workbooks to use for storing, manipulating, and sharing data.

MICROSOFT POWER-POINT: PART I AND PART II

In this course, learn how to use Power-Point 2016 to begin creating engaging, dynamic multimedia presentations.

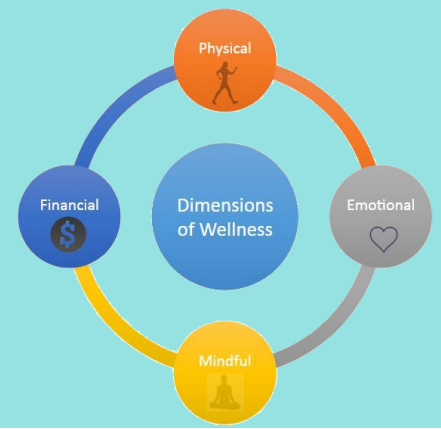
MICROSOFT WORD: PART I, PART II, PART III

Develop or improve your Microsoft Word skills. Learn more about working with tables, columns, and other formatting features such as graphics, Word-Art, charts, and text flow.

MICROSOFT ACCESS: PART I AND PART II

Learn the basics, such as how to create a database, navigate the Access application environment , or organize data stored within Access tables.

WELLNESS TRAININGS



For questions or registration help contact
Wellness@memphistn.gov.

OPERATION HOPE

Receive coaching tips on credit and money management, home ownership and financial disaster preparedness.

For dates and to register click [here](#) or visit <https://www.memphistn.gov/learning>