



North Carolina
Department of Commerce
Division of Human Resources

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Chet Mottershead, Director

TO: All Employees
FROM: Toni Stuckey, Employee Relations/Staff Development Manager
DATE: February 18, 2009
SUBJECT: Spring 2009 NC Commerce In-House Training Opportunities

We are pleased to announce the following schedule of management training for the first quarter of 2009 to be held for the benefit of employees of the North Carolina Department of Commerce.

A course summary for each session and a registration form is included with this memo. Dates, times and location of training classes are included in the chart below.

Although no fee is charged for these training sessions, registration is appreciated so that the appropriate resources can be available for use during the sessions. Those interested in attending training should submit registrations to their Division/Commission Personnel Representatives using the Commerce Request for Training form. "Walk-ins" to classes are accepted, if space is available. To receive priority placement in classes, registrations should be submitted so they will arrive in the Training Manager's office at least two working days prior to class date. Based upon registration responses, additional sessions may be added, if needed. Any classes receiving low response rates may be postponed, in which case those employees requesting the training will be placed on a waiting list for priority placement as soon as a new session date and time is determined.

Note: For those who prefer to use an electronic registration process, information requested on the registration form can be emailed to me. If you are a employee registering for a class please make sure that I receive an email from your supervisor or Personnel Representative to serve in the place of an approval signature.

There are other training opportunities available to you on the Office of State Personnel Training Website. http://www.osp.state.nc.us/ExternalHome/HRD/training_menu.htm

Should you have any questions regarding the courses, please call 715-7623 or email me at tstuckey@nccommerce.com

**NC Commerce
Human Resource
Training
Spring 2009**

<i>Audience</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Title</i>
Management	Thurs, 3-4-09	9 AM-12 PM	DPI Bldg Conference Room 544	Performance Management Review
Management	Tues, 3-10-09	9 AM-4 PM	Workforce Development Center	Successful Performance Management
Management	Thurs, 3-12-09	1 PM-4 PM	DPI Bldg Conference Room 544	Performance Management Review
Management	Tues, 4-14-09	1 PM-4:30 PM	Workforce Development Center	Effective Discipline
Management	Thurs, 4-16-09	9 AM-4 PM	Workforce Development Center	Basic Supervision-Building a Strong Team Part I

NC Commerce Human Resource Training Description

Course ID	Course	Audience	Description
HRP236	Effective Discipline	Supervisors and Managers	This is a web-blended course (part-online, part-classroom) "Effective Discipline: Policy and Practice" covers the philosophy and intent of the state's policy on disciplinary action. Focus is less on the 'technicalities' of the policy and more on building an effective case, working to correct problems, and treating employees equitably. Note to <i>Frontline Leadership</i> participants/graduates: If you are working toward the Certificate in Public Supervision, this class counts as one (1) of your five required HR courses.
DOC101	Basic Supervision-Building a Strong Team Part I 2-day training	Supervisors and Managers	This course is designed to introduce the new Leader to the role of leading employees. The participants will learn the core interaction skills that will help meet business needs while also meeting employee personal needs.
D425	Performance Management Workshop	Supervisors and Managers	This course is designed to reinforce the performance management process – planning, managing, and appraising. We will refresh your current skills with performance management and answer any questions you may have.
D425A	Successful Performance Management	Supervisors and Managers	This course is designed teaches you how to effectively handle each of the three phases of the performance management process – planning, managing, and appraising. This course places special emphasis on helping you become confident and skilled at handling the most challenging aspects of performance management. <u>Bring samples of performance plans if available.</u>

NC Commerce Human Resource Training Form

<p>Instructions: It is important that you complete the entire form for each course. Be sure to print or type full name as it appears on payroll.</p> <p>Questions: Call 715-7623 or email: tstuckey@nccommerce.com</p>	<p>Participant's Name: _____</p> <p>Division: _____</p> <p>Location: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Personnel Representative: _____</p>
<p>This field is included for those who require accommodation due to disability in order to participate. If you do not wish to disclose or if you do not have a disability, check "none".</p>	<p> <input type="checkbox"/> None Requested <input type="checkbox"/> Wheelchair Accessibility <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Hearing Impairment _____ </p>
<p>Complete the requested information for the training you plan to attend.</p>	<p>Course Title: _____</p> <p>Course/Session Number: _____</p> <p>Course Date(s): _____</p>
<p>Rev 2/09</p>	