

# Knox County Government Human Resources Training

## Fall 2009 Training Schedule

Fall Quarter Training Schedule	Class Times 10:00 a.m. – 12:00 p.m.	October	November	December
<u><b>Diversity in the Workplace</b></u> <i>Recognize the impact of diversity; learn how to manage and use diversity to prepare for a strategic and competitive workforce advantage.</i>		<b>06</b> TUE		<b>03</b> THU
<u><b>Eliminating Workplace Harassment</b></u> <i>Learn how to recognize, to respond, and to prevent harassment in the workplace. Reviews federal regulations and Knox County policy.</i>		<b>15</b> THU	<b>19</b> THU	<b>15</b> TUE
<u><b>Employee Ethics and Standards</b></u> <i>Discusses the necessity of ethics, the directive of legislation and guidelines for accepting gifts and revealing conflicts of interest also reviews related Knox County Policy.</i>		<b>20</b> TUE	<b>12</b> THU	<b>10</b> THU
<u><b>Effective Interviewing and Selection</b></u> <i>Provides an overview for reviewing applications, preparing for and conducting interviews, checking references and making selections.</i>		<b>01</b> THU	<b>03</b> TUE	



**To Register** — Complete a registration form and forward to: Anthony Smith – Training Coordinator  
**Forms** — Available through Fax, E-mail, Internet or at the Human Resources Window CCB Rm. # 360  
**Classes** — Held in Room 361 of the CCB.

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Internet: <http://www.knoxcounty.org/hr/training.html>    Phone: 215-3463

\*\*\*\*\*Upon receipt you will receive confirmation completing your registration.\*\*\*\*\*