

City of Waco Training Calendar

4/1/09 Revised

The latest version of this training calendar is available on the S Drive in the folder titled "Training." It will be updated on a regular basis by the HR Training Administrator.

Session	Location	Date Time	Contact Person
Departmental Training			
Health District			
Bioterrorism/Preparedness	Health District	On Request	Kelly Craine 750-5429
Comprehensive Training on most health issues and conducts health screenings.	Health District	On Request	Kelly Craine 750-5429
Water Utilities, Environmental Services Division			
Water Pollution Prevention	N/A	On Request	Anthony Betters 750-8006
General Environmental Topics	N/A	On Request	Anthony Betters
Water Utilities			
Confined Space Refresher (8 Hours)	Water Office	Available on Request	Teresa Bryant 750-8007
Basic Water (20 Hours)	Water Office	May 12 - 14	
Water Utility Safety (20 Hours)	Water Office	April 14 - 16	
Wastewater Collection	Water Office	July 14 - 16	

Session	Location	Date Time	Contact Person
Trench Safety Technician (24 Hours)	Water Office	TBA	
Confined Space Entry 24 Hours)	Water Office	TBA	
Confined Space Technician (40 Hours)	Water Office	TBA	
Streets			
Operations Coordinator: Train the Flagger	Streets	To be Announced	750-8690
Traffic (Radio Shop) – training in the City’s complex radio system. More than 80% of City employees use the City’s Radio system. Classes are tailored to meet department and individual needs.			
Radio System	Traffic Radio	On Request	Larry Blare 750-8026
Police Department – Community Outreach and Support – For an additional list of classes and further information, you may visit their Web Page at http://www.waco-texas.com/city_depts/police/community_outreach.htm . Registration is free.			
Workplace Violence	On-site	On Request	750-1761
Dealing with the Public – Personal Protection	On-site	On Request	750-1761
Human Resources – Please call Sherry Martin to register for all classes that are offered through or coordinated by Human Resources. (Unless otherwise noted.) You may now register through the employee intranet.			
Respectful Workplace	City Hall Training Room	2 nd Tuesday 1:30-3:30 pm 3 rd Thursday 8:30 – 10:30 am	Sherry Martin 750-5742

Session	Location	Date Time	Contact Person
<p>Waco Convention and Visitors Bureau - offers Wild About Waco! Hospitality classes to any and all departments and individuals. Susan Morton, Tourism Manager will be conducting the classes. These classes are designed to refresh you on your Hospitality Habits and encourage good customer service, as well as, provide you information on what there is to see and do in the great City of Waco.</p>			
Wild About Waco!	N/A	On Request Scheduled February 26 TRHF March 20 Wetlands	Susan Morton 750-8610
<p>Waco-McLennan County Library – offers classes to computer users. You will find more information on the City’s Website – www.waco.com/city_depts/libraryservices</p>			
Computer Users Classes	Various Library Locations	Check schedule	Central Library 750-5944
<p>Solid Waste – These programs can be offered on site.</p>			
The Three W’s of Recycling: Why, Where and What	N/A	On Request	Megan Miller 299-2602
Household Hazardous Waste	N/A	On Request	Megan Miller
Garbology 101: The Secret Life of Trash	N/A On Request		Megan Miller
<p>Risk Management /Safety – Please contact Brandon Honea at 750-7045 for additional information or to register.</p>			
DDC Defensive Driving Course	IT Training Rm.	On Request	Brandon Honea 750-7045
Fire Extinguisher Training	City Hall Parking Lot	9:00 – 11:00 am 30 min. increments April 21,22,23	

Session	Location	Time Date	Contact Person
<p>HTE WEB CLASSES - These classes are coordinated by Lonnie McBride in Information Technology. For additional information about course content, target audience, etc. contact IT at 750-5700. Please note that the classes are offered at no charge to the participants.</p>			
<p>Web Class offerings for each month can be found on the S:Drive in the Training Folder.</p>	<p>IT Training Room</p>	<p>TBA</p>	<p>Lonnie McBride 750-5700</p>
<p>HOUSING/COMMUNITY DEVELOPMENT – City of Waco host several classes that are offered to employees as well as external customers. For more information contact Dedri Hafer at 750-5656.</p>			
<p>External</p>			
<p>Provided by National Center for Security Research and Training – Located at LSU in Baton Rouge, Louisiana. Funded by department of homeland security. Free of charge to our organization. You may visit their website at www.lsu.edu/ncsrt for additional information and registration.</p>			
<p>Biomedical Research and Training</p>	<p>On-Site</p>	<p>As Requested</p>	<p>Chuck Smith 225-337-9310</p>
<p>Prevention and Deterrence to Terrorism</p>	<p>On-Site</p>	<p>As Requested</p>	<p>Chuck Smith</p>
<p>Agro Terrorism</p>	<p>On-Site</p>	<p>As Requested</p>	<p>Chuck Smith</p>
<p>Office of Domestic Preparedness Site</p>	<p>On Site</p>	<p>As Requested</p>	<p>Chuck Smith</p>
<p>Public Safety Sampling</p>	<p>On-Site</p>	<p>As Requested</p>	<p>Chuck Smith</p>
<p>Law Enforcement and Fire Emergency Training</p>	<p>On-Site</p>	<p>As Requested</p>	<p>Chuck Smith</p>

Session	Location	Date Time	Contact Person
<p>Offered by North Texas Municipal Alliance – Offers training to members at a rate of \$89.00 per participant. The City of Waco is a member and receives this discount. All training sessions are tailored to city employees. You may visit their website at www.ntmatraining.org for additional information and registration. Please note, check the class you are registering for, as seating is limited, and it may be closed.</p>			
<p>Please Note: You will find information about training offerings by North Texas Municipal Alliance at their website which is posted above. We are working with our Central Alliance (Round Rock, Georgetown, Killeen, Pflugerville, Waco, and Cedar Park) on a training calendar that will list those courses that are being conducted in this area. We are members of the Central Alliance which provides us with the same discount rate for training. As soon as the website is up and running I will forward that information on to you. Thanks for your patience.</p>			
<p>WHAT WE PRESENTLY HAVE SCHEDULED IN WACO</p>			
			<p>Karen Clark 750-5679</p>
<p>Effective Communication Processes</p>	<p>Waco Transit</p>	<p>May 14 8:00 a – Noon</p>	<p>“ Register through the NTMA greg@governmentresource.com</p>
<p>Time Management</p>	<p>Waco Transit</p>	<p>July 16 8:00 a – Noon</p>	<p>“</p>
<p>Conflict Management</p>	<p>Waco Transit</p>	<p>September 18 8:00 a – Noon</p>	<p>“</p>
<p>Learning the Language of Multiple Generations</p>	<p>Waco Transit</p>	<p>November 13 8:00 a - Noon</p>	<p>“</p>