

## CORE CURRICULUM PROGRAMS

**Background:** The City and County of Broomfield’s Training Program was developed with input from all employees and tailored to fulfill employees’ needs for career, personal and skill development. Classes are offered on-site and professional trainers will conduct the classes. The trainers have customized the curriculum to reflect the organizational values and culture of the City and County.

**Goal:** The goal of the core curriculum programs is to ensure that employees have the required skills and knowledge to perform their jobs and provide effective services to the community. All employees should take the Core Curriculum classes over a prescribed period of time as developed by their supervisors. These classes have been designed to be specific to the City and County of Broomfield’s organizational culture and therefore completing the entire training series maximizes the value to the participant and the community. The Wellness Core Curriculum will provide information and tools to employees to improve their overall health and well-being and increase their knowledge of health lifestyle choices.

GENERAL CORE CURRICULUM	
<ul style="list-style-type: none"> <li>• Customer Relations</li> <li>• Learning                    Effective Communication Skills</li> <li>• MBTI I (Meyers Briggs)</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Respect</li> <li>• Identifying and Diffusing Angry Behavior in the Workplace</li> <li>• Ethical Decision Making</li> </ul>
CORE CURRICULUM FOR SUPERVISORS – LEVEL I	
<ul style="list-style-type: none"> <li>• FMLA/ADA/Workers’ Compensation</li> <li>• Interviewing Techniques</li> <li>• Understanding the Law of the Workplace Part I and II</li> <li>• The Keys to Performance</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizing Substance Abuse</li> <li>• Supervisory Skills: The Role of the Supervisor</li> <li>• Supervisory Skills: Developing the Team</li> <li>• Workplace Respect</li> <li>• Violence Goes to Work – An Introduction for Supervisors</li> </ul>
CORE CURRICULUM FOR SUPERVISORS – LEVEL II	
<ul style="list-style-type: none"> <li>• Leadership                    Practices Inventory</li> <li>• Creative Conflict</li> <li>• Ethical Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>• Wage and Hour Rules</li> <li>• Managing Attendance</li> </ul>

Employees are eligible for a bonus of \$100 or eight hours of annual leave (if leave eligible) upon completion of the General Core Curriculum, Level I of the Core Curriculum for Supervisors and Level II of the Core Curriculum for Supervisors.

CORE CURRICULUM FOR WELLNESS	
<ul style="list-style-type: none"><li>• The Basics of Nutrition</li><li>• Know Your Numbers</li><li>• What Movement Does for You</li></ul>	<ul style="list-style-type: none"><li>• The Culprit and the Cure</li><li>• The Mind Body Relationship</li><li>• Safe Lifting (Field Employees)</li><li>• Office Ergonomic (Office Employees)</li></ul>

Employees are eligible for a bonus of \$50 or four hours of annual leave (if leave eligible) upon completion of the Core Curriculum for Wellness.