



Human Resources Department Trainings

Please be advised that dates, times, and topics are subject to change. Please confirm training(s) with H.R. department before making arrangements to attend.



Division Name	Date	W.I.T.	Topic	Trainer's Name	Location	Time
Risk Management	10/11/2017	No	P.W. Monthly: CPR & AED The Chain of Survival	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 8:30 A.M.
Employee Health & Wellness	10/12/2017	Yes	Zumba Class	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Employee Health & Wellness	10/20/2017	Yes	Stress, A Way of Life or a Fact of Life	Mr. King	P.W. Training Rooms	4:00 P.M. - 5:00 P.M. 9:00 A.M. - 11:00 A.M. &
Risk Management	10/26/2017	No	Distracted Driving	TxDot and TMPA	P.W. Training Rooms	1:30 P.M. - 3:30 P.M.
Risk Management	10/27/2017	No	Safety Committee Meeting October	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	11/1/2017	No	P.W. Monthly Meeting Parks Monthly: Safety Hazard Awareness and Reporting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 8:30 A.M.
Risk Management	11/3/2017	No	Procedures	Diana Cantu	Parks & Leisure Svcs.	7:00 A.M. - 7:30 A.M.
Risk Management	11/8/2017	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Health & Benefits	11/9/2017	Yes	Health & Benefits Training	Donald Coronado & Blas Mtz.	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	11/15/2017	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Employee Health & Wellness	11/16/2017	Yes	Aerobics class	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Recruitment, Training, & Employee Relations	11/16/2017	No	Integrity, Ethics, and Leadership in the workplace	Jim Dodson	P.W. Training Rooms	8:30 A.M. - 4:30 P.M.
Employee Health & Wellness	11/17/2017	No	Diabetes Academy Lunch and Learn	Marisa Benavides	P.W. Training Rooms	12:00 P.M. - 1:00 P.M.
Risk Management	12/1/2017	No	Safety Committee Meeting November	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Employee Health & Wellness	12/4/2017	No	On Site Flu Shot: PW National Health Observance	EHW Staff	P.W. Training Rooms	3:30 P.M. - 4:40 P.M.
Employee Health & Wellness	12/6/2017	No	On Site Flu Shot: City Hall:National Health Observance	EHW Staff	City Hall Conf Room	3:00 P.M. - 4:00 P.M.
Risk Management	12/6/2017	No	P.W. Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Employee Health & Wellness	12/7/2017	No	Wellness Champion Ceremony: City Hall	EHW Staff	City Hall Conf Room	8:30 A.M. - 9:30 A.M.
Employee Health & Wellness	12/8/2017	No	Wellness Champion Ceremony: City Hall Annex	EHW Staff	Annex Training room	8:30 A.M. - 9:30 A.M.
Employee Health & Wellness	12/8/2017	No	On Site Flu Shot: Fleet National Health Observance	EHW Staff	Fleet department	3:00 P.M. - 4:00 P.M.
Risk Management	12/8/2017	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Recruitment, Training, & Employee Relations	12/11/2017	No	Neogov Perform Training - HR Managers	Carol	City Hall Annex	3:00 P.M. - 5:00 P.M.
Risk Management	12/13/2017	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Employee Health & Wellness	12/14/2017	Yes	Zumba Strong	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M. 8:30 A.M. - 10:00 A.M.
Recruitment, Training, & Employee Relations	12/20/2017	No	NEOGOV Perform Training	RTER & Payroll Staff	Public Works	10:30 A.M. - 12:00 P.M.
Risk Management	12/20/2017	Yes	CPR & AED: The Chain of Survival	Diana Cantu	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	12/26/2017	No	S.W. Safety Quarterly Meeting with Supervisors	Diana Cantu, Claudia Poblano	Solid Waste	8:00 A.M. - 9:00 A.M.
Risk Management	12/27/2017	No	S.W. Safety Quarterly Meeting	Diana Cantu	Solid Waste	7:00 A.M. - 8:00 A.M.
Risk Management	12/27/2017	No	S.W. Safety Quarterly Meeting	Diana Cantu	Solid Waste	8:00 A.M. - 9:00 A.M.
Risk Management	12/28/2017	No	S.W. Safety Quarterly Meeting	Diana Cantu	Solid Waste	7:00 A.M. - 8:00 A.M.
Risk Management	12/29/2017	No	S.W. Safety Quarterly Meeting	Diana Cantu	Solid Waste	7:00 A.M. - 8:00 A.M.
Risk Management	1/3/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M. 8:30 A.M. - 10:00 A.M. 10:30 A.M. - 12:00 P.M.
Recruitment, Training, & Employee Relations	1/4/2018	No	NEOGOV Perform Training	RTER & Payroll Staff	Public Works	1:30 P.M. - 3:00 P.M. 3:30 P.M. - 5:00 P.M. 1:30 P.M. - 3:00 P.M.
Recruitment, Training, & Employee Relations	1/5/2018	No	NEOGOV Perform Training	RTER & Payroll Staff	Public Works	3:30 P.M. - 5:00 P.M. 10:30 A.M. - 12:00 P.M.
Recruitment, Training, & Employee Relations	1/10/2018	No	NEOGOV Perform Training	RTER & Payroll Staff	City Hall Annex	1:30 P.M. - 3:00 P.M. 3:30 P.M. - 5:00 P.M.
Employee Health & Wellness	1/10/2018	Yes	Cervical Cancer Video: National Health Observance	EHW Staff	P.W. Training Rooms	3:30 P.M. - 5:00 P.M.
Employee Health & Wellness	1/11/2018	Yes	Zumba	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.



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Division Name	Date	W.I.T.	Topic	Trainer's Name	Location	Time
Recruitment, Training, & Employee Relations	1/18/2018	No	Customer Service Training	LCC	Public Works	8:30 A.M. - 10:30 A.M. & 2:00 P.M. - 4:00 P.M.
Risk Management	1/18/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Recruitment, Training, & Employee Relations	1/19/2018	No	Customer Service Training	LCC	Public Works	8:30 A.M. - 10:30 A.M.
Risk Management	1/19/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M. 10:00 A.M. - 12:00 P.M. &
Risk Management	1/23/2018	No	Distracted Driving	TxDot and TMPA	P.W. Training Rooms	2:00 P.M. - 4:00 P.M.
Employee Health & Wellness	1/26/2018	Yes	EAP training: Mental Health	Bruce King	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	1/26/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
	All month of					
Employee Health & Wellness	February	No	American Heart Month Event	EHW Staff	City Wide	8:00 A.M. - 5:00 P.M.
Risk Management	2/7/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Employee Health & Wellness	2/8/2018	Yes	Tennis	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Health & Benefits	2/15/2018	Yes	Health & Benefits Training	Laurel Ins & BCBS Acct. Rep	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	2/16/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Employee Health & Wellness	2/21/2018	No	Tetanus Preventive Vaccine for SW employees	EHW Staff	S.W Department	TBA
Recruitment, Training, & Employee Relations	2/21/2018	No	NEOGOV Perform Training	Carol Thurkettle	Public Works	10:00 A.M. - 3:00 P.M.
Risk Management	2/21/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Employee Health & Wellness	2/22/2018	No	Tetanus Preventive Vaccine for PW employees	EHW Staff	P.W. Training Rooms	TBA
Risk Management	2/23/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:00 A.M.
Risk Management	3/5/2018	No	Emergency Action Plan, Evacuation Drill, Active Shooter	TBA	TBA	TBA
Employee Health & Wellness	3/7/2018	Yes	Colorectal Cancer Lunch and Learn	TBD	P.W. Training Rooms	12:00 P.M. - 1:00 P.M.
Risk Management	3/7/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Employee Health & Wellness	3/8/2018	Yes	Taekwondo	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Risk Management	3/16/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Recruitment, Training, & Employee Relations	3/21/2018	No	NEOGOV Perform Training	Carol Thurkettle	Public Works	10:00 A.M. - 3:00 P.M.
Risk Management	3/21/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	3/22/2018	Yes	Wellness Incentive Training	Safety Staff	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	3/29/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Employee Health & Wellness	TBA	Yes	Alcohol Awareness: National Health Observance	TBD	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Payroll	4/4/2018	No	D.O.L. FMLA Training	D.O.L. Investigator	P.W. Training Rooms	9:00 A.M. - 11:30 A.M.
Risk Management	4/4/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Employee Health & Wellness	4/12/2018	Yes	Yoga	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Risk Management	4/18/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	4/23/2018	No	Solid Waste Safety Quarterly Meeting	Safety Staff	S.W Training Rooms	8:00 A.M. - 8:30 A.M. 9:00 A.M. - 11:30 A.M. &
Civil Service	4/24/2018	No	TMRS Training	TMRS, ICMA, Nationwide Rep	Laredo Public Library	2:30 P.M. - 5:00 P.M.
Employee Health & Wellness	4/27/2018	Yes	EAP training: Happiness: A key to life's satisfaction	Bruce King	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	4/27/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	4/27/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Employee Health & Wellness	5/1/2018	No	National Health Observance: Stroke (Visit PW)	EHW Staff	P.W. Training Rooms	3:30 P.M. - 4:30 P.M.
Employee Health & Wellness	5/2/2018	No	National Health Observance: Stroke (Visit Utilities)	EHW Staff	Utilities Department	3:00 P.M. - 4:00 P.M. 9:30 A.M. - 11:00 A.M. &
Recruitment, Training, & Employee Relations	5/2/2018	No	EEOC Training - "Harassment Compliance & Retaliation"	Rodney Klien	Public Works	1:30 P.M. - 3:30 P.M.
Risk Management	5/2/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.



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Division Name	Date	W.I.T.	Topic	Trainer's Name	Location	Time
Employee Health & Wellness	5/3/2018	No	National Health Observance: Stroke (Visit SW)	EHW Staff	SW Department	2:30 P.M. - 3:30 P.M.
Employee Health & Wellness	5/10/2018	Yes	Cycling	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Recruitment, Training, & Employee Relations	5/16/2018	No	NEOGOV Perform Training	Carol Thurkettle	Public Works	10:00 A.M. - 3:00 P.M.
Risk Management	5/16/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Health & Benefits	5/17/2018	Yes	Health & Benefits Training	Laurel Ins & BCBS Acct. Rep	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	5/25/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	5/25/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Payroll	6/6/2018	No	D.O.L. FMLA Training	D.O.L. Investigator	P.W. Training Rooms	9:00 A.M. - 11:30 A.M.
Risk Management	6/6/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Recruitment, Training, & Employee Relations	6/7/2018	No	Skills for High Performance Teamwork	Calvin Dorsey	Public Works	9:00 A.M. - 4:00 P.M.
Employee Health & Wellness	6/14/2018	Yes	Karate	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Risk Management	6/20/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	6/21/2018	Yes	Wellness Incentive Training	Safety Staff	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	6/22/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	6/29/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	7/3/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Employee Health & Wellness	7/12/2018	Yes	Yoga	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Recruitment, Training, & Employee Relations	7/18/2018	No	NEOGOV Perform Training	Carol Thurkettle	Public Works	10:00 A.M. - 3:00 P.M.
Risk Management	7/18/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	7/20/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Employee Health & Wellness	7/27/2018	Yes	EAP training: How to be more engaged at work	Bruce King	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	7/27/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	8/1/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Recruitment, Training, & Employee Relations	8/7/2018	No	MCS R&R Training	RTER Staff	Public Works	8:00 A.M. - 5:00 P.M.
Recruitment, Training, & Employee Relations	8/8/2018	No	MCS R&R Training	RTER Staff	Public Works	8:00 A.M. - 5:00 P.M.
Employee Health & Wellness	8/9/2018	Yes	Aerobics	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Risk Management	8/15/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	8/17/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Health & Benefits	8/20/2018	No	Benefit Enrollment 8/20 to 8/31/2018	Laurel Ins & BCBS Acct. Rep	Public Library	9:00 A.M. - 4:00 P.M.
Risk Management	8/27/2018	No	Solid Waste Safety Quarterly Meeting	Safety Staff	S.W Training Rooms	8:00 A.M. - 8:30 A.M.
Risk Management	8/31/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Employee Health & Wellness	9/3/2018	No	National Health Observance: PSA testing (all week)	EHW Staff	EHW clinic	8:00 A.M. - 5:00 P.M.
Risk Management	9/5/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Employee Health & Wellness	9/13/2018	Yes	Boxing	Parks & Rec. Instructors	Haynes Rec. Center	4:00 P.M. - 5:00 P.M.
Risk Management	9/19/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	9/20/2018	Yes	Wellness Incentive Training	Safety Staff	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	9/28/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	9/28/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	10/3/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Risk Management	10/17/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Employee Health & Wellness	10/19/2018	Yes	EAP training: Understanding Depression	Bruce King	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	10/26/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	10/26/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	11/7/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Employee Health & Wellness	11/14/2018	Yes	National Health Observance: Diabetes Lunch and Learn	TBD	P.W. Training Rooms	12:00 P.M. - 1:00 P.M.
Health & Benefits	11/15/2018	Yes	Health & Benefits Training	Laurel Ins & BCBS Acct. Rep	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.



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Risk Management	11/21/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	11/30/2018	No	Safety Committee Meeting	Risk Staff	P.W. Training Rooms	8:30 A.M. - 10:30 A.M.
Risk Management	12/5/2018	No	P.W. Monthly Meeting	Diana Cantu	P.W. Training Rooms	8:00 A.M. - 9:00 A.M.
Recruitment, Training, & Employee Relations	12/6/2018	No	Managerial Effectiveness with Versatility	Calvin Dorsey	Public Works	9:00 A.M. - 4:00 P.M.
Risk Management	12/19/2018	No	First Aid, CPR & AED Class	Diana Cantu	City Hall Annex	8:00 A.M. - 5:00 P.M.
Risk Management	12/20/2018	Yes	Wellness Incentive Training	Safety Staff	P.W. Training Rooms	4:00 P.M. - 5:00 P.M.
Risk Management	12/21/2018	No	Parks & Leisure Safety Monthly Meeting	Diana Cantu	P.W. Training Rooms	7:00 A.M. - 8:00 A.M.
Risk Management	12/27/2018	No	Solid Waste Safety Quarterly Meeting	Safety Staff	S.W Training Rooms	8:00 A.M. - 8:30 A.M.
Civil Service	11/1/2018 or 11/06/2018	No	TMRS Training	TMRS, ICMA, Nationwide Rep	Laredo Public Library	9:00 A.M. - 11:30 A.M. & 2:30 P.M. - 5:00 P.M.