

From the Manager:

Dear Future Participants:

I am pleased to announce that the City of Tallahassee has opened its training and development program to all of you.

Traditionally, training and development has been to ensure that employees can effectively accomplish their jobs. Today, the business environment has changed with intense pressure on organizations to stay ahead of the competition and meet customer expectation through innovation and reinvention.

Investing in workplace learning is the key to having that competitive edge for the individual and the employer.

Employees want opportunities to grow. Organizations that invest in opportunities for growth and learning generate significant return on employee retention, motivation, trust and initiative.

As our economy continues to recover, results-oriented work is essential to meet today's challenges. Now more than ever, training is an asset.

I invite you to take advantage of our course offerings and stay ahead of the game.

It's your move!

Angela Hendrieth

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FRESHEN YOUR INTELLECT

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The City of Tallahassee has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IAOETI), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, (703) 506-3275.

Here are Some of the Comments from Past Students!

"I am more sensitive to my employee's needs, more open to their ideas."

"Everyone needs improvement, whether they think they do or not."

"It's interactive, and a great way to learn!"

"I can deal with difficult situations and difficult people much better now."

"I have better communication skills now, and I have more patience!"

Are you ready to take your skills to the next level?
The City of Tallahassee Can Help.

**Our Training and Development Program is
NOW OPEN TO THE
PUBLIC!**

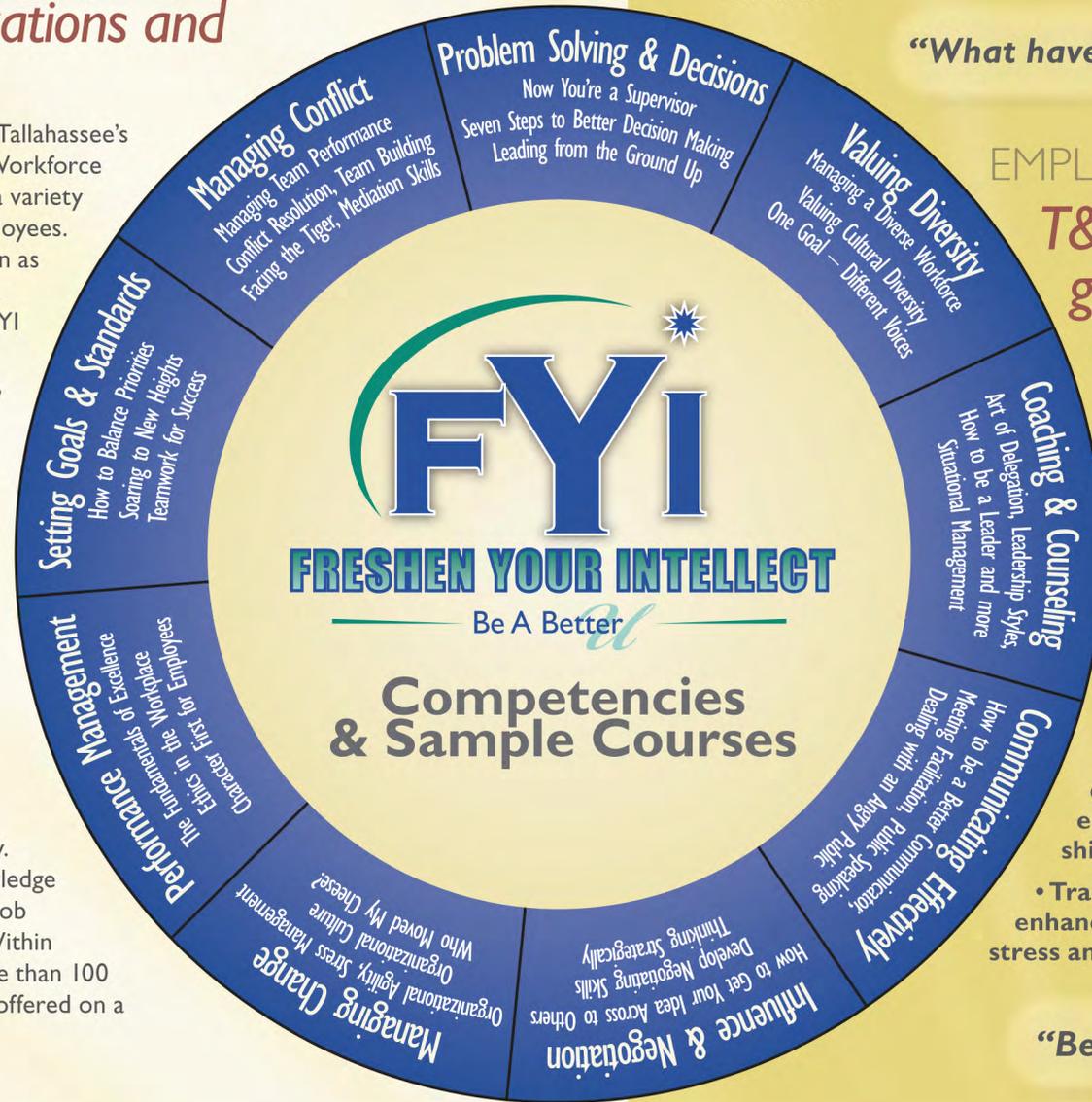


Tallahassee's Training and Development (T&D) Program is now available to: The General Public, Individuals, Employers, Non-Profit Organizations and Businesses!

For many years, the City of Tallahassee's Department of Equity and Workforce Development has provided a variety of T&D courses to city employees. The series of courses, known as Freshen Your Intellect (FYI), has been highly successful. FYI has enabled city employees to broaden their knowledge, learn practical skills and earn CEUs. The City of Tallahassee is an authorized provider of Continuing Education Units (CEU) from the International Association for Continuing Education and Training (IACET).

The Courses

Each cutting-edge course is linked to a T&D competency. Competencies are the knowledge and skills workers need for job performance and success. Within the nine competencies, more than 100 career-building courses are offered on a variety of topics.



INDIVIDUALS

Be a Better U!

Looking for ways to advance your career and enrich your life? Let FYI help you enhance your skills, increase productivity and prepare "U" to move up the ladder.

"What have you done for yourself lately?"

EMPLOYERS

T&D is a must during good times and difficult times!

T&D programs help to create a positive "can do" attitude in the workplace.

Here's what's in it for you:

- Develop a pool of readily available and qualified employees ready to meet your succession planning needs.
- Employees who receive ongoing training or certification frequently develop a greater sense of self-worth and feel more valuable to their employer. This typically makes an employee think twice before jumping ship for another offer.
- Training actually increases productivity, enhances the employee's ability to handle stress and multiple tasks.

"Be Strong and Competitive."

THE INSTRUCTORS

FYI instructors captivate their audiences with knowledge, contagious energy, compassion, and humor.

They are:

- Skilled
- Inspiring
- Invigorating
- Insightful
- Professionals in their field — presented to Fortune 500 companies, Local governments and Non-profit organizations
- Authors of Books, Webinars, CDs and DVDs

Training techniques include:

- Lecture
- Group exercise
- Case study
- Demonstration
- Problem analysis
- Self-assessment
- Role-play

FYI is very affordable. For information on cost, schedule, length of session and the full catalog of courses, visit the City of Tallahassee's Equity and Workforce Development website at: www.talgov.com/ewd



FYI Training & Development is perfect for Individuals, Employees, Supervisors & Managers!

For more information, contact the City of Tallahassee's Department of Equity and Workforce Development | O: 850-891-8290 | F: 850-891-8452 | www.talgov.com/ewd