



**CITY OF
STAMFORD**
innovating since 1641

**CITY OF STAMFORD
HUMAN RESOURCES DEPARTMENT
TRAINING AND LEADERSHIP INSTITUTE**



**COURSE CATALOG
2024-2025**

The City of Stamford's Training and Leadership Institute is the main entity within the municipal government that is responsible for the development and implementation of educational and training programs for city employees. It's mission is to develop and enhance employee work-related skills and abilities, to prepare employees for future leadership roles in city government, and to enhance the skills and abilities of present city leaders.



Contact

Jessica Arnemann
CDLT Manager
City of Stamford
Human Resources Dept.
203-977-4073

City of Stamford HR Department Training & Leadership Institute

Mandatory Classes

Sexual Harassment Training

Employers are required by the State of Connecticut to provide two hours of sexual harassment training to their employees.

This course is a webinar that is conducted online.

Ethics Training

Ethical training, which covers the standards of ethical behavior and incorporates the Code of Ethics, is mandatory for all staff members. This webinar course is available online.



Resilience Workshops

Silver Hill Hospital's Community Resilience Campaign is dedicated to support organizations through education and outreach. Silver Hill will facilitate in-person trainings at Government Center for City employees.

Training Courses and Descriptions

Values & Character Strengths:

To review our core values and beliefs and strategize how to bring the best of ourselves to challenging situations. Each of us have a set of core values and strengths of our character that define the way we live our lives. We will reflect on these strengths and how we can lean on them in the pursuit of our goals.

- Explore importance of authenticity & vulnerability
- Discuss strengths based leadership
- Identify strengths, weaknesses and values
- Practice using values in action

Motivation-Goal Setting & Managing Burnout

To implement strategies to maintain motivation during pursuit of our goals. Motivation is much more about the quality of our motivational resources rather than how much motivation we have at any given moment. We will discuss the sources of motivation and strategies to stay motivated over the long haul.

- Intrinsic vs. Extrinsic motivation
- Motivating ourselves and others
- Performance Profiles



SILVER HILL HOSPITAL
COMMUNITY RESILIENCE CAMPAIGN

SILVERHILLHOSPITAL.ORG/COMMUNITYRESILIENCE/
RESILIENCE@SILVERHILLHOSPITAL.ORG

Training Courses and Descriptions

Relationships- Communication and Boundaries

To review the importance of relationships and skills to nurture them. We will learn how to be present for others during good times and the bad.

- Understand the relationship between psychological safety and performance standards
- Practice Active Constructive Responding
- Learn and practice effective communication techniques
- Discuss emotional intelligence & how to appropriately set limits and boundaries
- Practice being present and grounded while communicating needs

Conflict Management:

To better understand how to handle difficulty, emotionally charged conversations, and others experiencing behavioral challenges due to historical trauma. Examine the difference between "survival brain" and "learning brain" Discuss challenges and triggers for those that have a history of trauma Learn about a variety of verbal and non-verbal de-escalation interventions for each phase of escalation.



Resilience Workshops

Schedule

November 7, 2024 Values and Character Strengths

December 10, 2024 Motivation: Goal Setting

January 15, 2025 Motivation: Managing Burnout

February 12, 2025 Relationships: Communication

March 12, 2025 Conflict Management

To Sign-Up Contact

Jessica Arnemann

Career Development, Leadership and Training Manager

203-977-4073, jarnemann@stamfordct.gov



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LANGUAGE TRAINING

- **WEB-BASED ONLINE COURSES**
- **LANGUAGE OF YOUR CHOICE**
- **24X 7 PLATFORM AND APP ACCESS**
- **COMMON EUROPEAN FRAMEWORK OF REFERENCE (CEFR) ALIGNED LEARNING PATH**

**WOULD YOU
LIKE TO LEARN ANOTHER
LANGUAGE???**

Beginner
Intermediate
Advanced
Levels

CONTACT :

**JESSICA ARNEMANN, 203-977-4073
CITY OF STAMFORD HR DEPARTMENT
TRAINING AND LEADERSHIP INSTITUTE**

Project Management Fundamentals

2025



This workshop provides participants with the fundamental principles, processes, and tools that are at the core of project management. Participants gain an understanding of how to initiate, plan, implement, monitor, control, and close-out projects. Project management tools and techniques are demonstrated, and participants practice applying their newly acquired skills through experiential activities.

Learning Objectives:

- To define and correctly use the terminology associated with project management.
- To describe the difference between predictive and adaptive project management development approaches.
- To identify the major outcomes/deliverables at the end of each major phase of a project.
- To select the appropriate project management process and/or tool to use in a given phase of a project.
- To demonstrate how to evaluate risks for a given project.

6 - 2 HR Courses

Vizibility LLC

Project Management Fundamentals

Schedule

January 9, 2025	9am-11am	Zoom
January 16, 2025	9am-11am	Zoom
January 23, 2025	9am-11am	Zoom
January 30, 2025	9am-11am	Zoom
February 6, 2025	9am-11am	Zoom
February 13, 2025	9am-11am	Zoom

To Sign-Up Contact

Jessica Arnemann

Career Development, Leadership and Training Manager

203-977-4073, jarnemann@stamfordct.gov





Microsoft Suite and Computer Skills Trainings



Sign Up:

Learn: Enhance your Computer Skills and knowledge.

Connect: In person and webinar trainings will be offered.

Resources: E-Learning platform available for all users at all levels

How to join:

This is open to all employees . If you wish to join please contact
jarnemann@stamfordct.gov
City of Stamford- Human Resources Department
Training and Leadership Institute



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BECOME A **VOLUNTEER MENTOR** TODAY!

Career- Connected Mentoring
Share your valuable experience with Stamford Youth !

- **Participate in 1-hour group sessions designed to challenge and inspire high school students to reach their full potential.**
- **Help students develop skills that will directly prepare them for success upon graduation.**
- **Meet with students on Thursday's, at least twice a month, over lunch.**

Tentative Dates

Times: Thursday- 11:30am-12:30pm

November 14
December 5 & 19
January 16 & 30
February 13 & 27
March 13 & 27
April 10
May 1, 15 & 29

Dates are subject to change

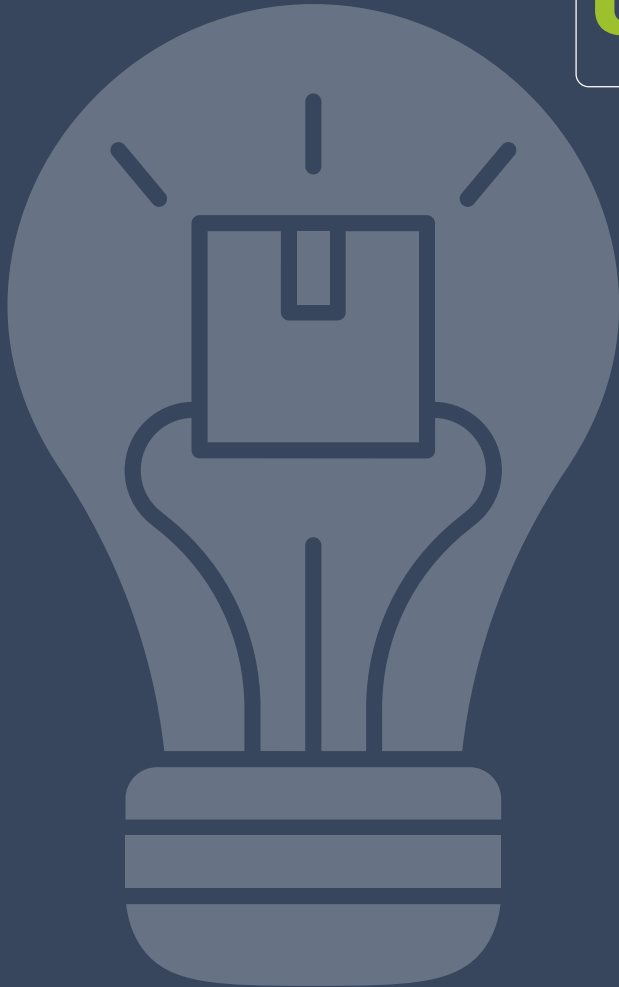
CONTACT: JESSICA ARNEMANN, CDLT MANAGER
CITY OF STAMFORD

HUMAN RESOURCES DEPARTMENT

203-977-4073 OR JARNEMANN@STAMFORDCT.GOV

City of Stamford
Human Resources Department
Training and Leadership Institute

Upcoming Trainings



- **Leadership Development**
- **HR Toolbox**
- **Customer Service**
- **Sensitivity Awareness**
- **Social Media**

Embracing what makes us different is what helps us achieve greatness.
Information on Classes will be forthcoming