


September 2023 HR Training Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
				1 LLBO Government Offices Closed
4 Labor Day Holiday	5 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	6 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	7	8
11 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	12	13 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	14	15
18 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	19	20 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	21	22
25 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	26	27 New Employee Orientation HR Conference Room 9:00 am – 11: 00 am	28 LLBO Civics Levi Brown HR Conference Room 8:30 am – 12 pm	29

September online courses:

- * Building Better Work Relationships
- * Business Ethics
- * Business Writing Fundamentals
- * Customer Service Skills
- * Cybersecurity/Social Engineering
- * Foundations of Public Speaking
- * Developing a Growth mindset
- * Giving Effective Feedback
- * HIPPA Refresher
- * How to Be an Ally for Diversity and Inclusion
- * LLBO Travel Policy
- * Online Security Fundamentals
- * Supervisor II: Progressive Discipline
- * Time Management Techniques
- * Workplace Harassment

Call Shelly Morris to book the HR conference room: (218) 335-3698

Contact David Cronin for online training access: (218) 335-8207 david.cronin@llojibwe.net