Summer 2025 Employee Training Catalog

City of **Philadelphia**

JOIN the FIGHT · ONE PHILLY · A UNITED CITY

ONE PHILLY, A UNITED CITY!

SAFER. CLEANER. GREENER.

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Welcome Summer 2025

Happy summer and welcome longer days and fun times with family and friends.   We look forward to this time of year providing training opportunities to our fellow employees and supporting our workers in reaching the goals they strive for in their lives. The success of our employees within their public service careers is important for the success of our residents and our city. This season we focus on one of the premier programs in the city, the City College for Municipal Employment.

The City College for Municipal Employment, or CCME, is a City of Philadelphia program that opens doors to Philadelphians 18 and older with a high school diploma to FREE career specific training and education. The CCME programs prepare Philadelphians to work and serve in essential areas of City government with good paying jobs, healthcare, retirement and other benefits.

The program is available to individuals interested in:

- A City career, but may lack the education, training or certifications necessary.
- City employees looking for promotional opportunities
- Career readiness for Philadelphians interested in City-supported workforce development opportunities.

Training is at no cost to those enrolled and accepted into the program. With the graduation of their first cohort, the CCME sets itself as a successful entry way into City employment and professional development. If interested, complete an interest form at www.ccp.edu/ccmeinterest.

We are also offering a new professional development course for our employees, Navigating a Multi-Generational Workplace. This new course dives into the notion that for the first time in modern history we have five generations in the workforce and the same time. This challenges our understanding of working with various points of views, communication styles and lived experiences. You can find more information about this course in this catalog.

We continue with our partnership with the Institute for Management Studies. This organization offers free and low-cost professional seminars that inspire and transpire the way leaders show up in the workforce. The training topics and timely and offered throughout the year in a virtual environment. Training is free for all employees, but you MUST contact your HR professional for approval to attend the session as the costs for courses are paid by the department.

Professional development for our employees is paramount to the support of our One Philly vision. This includes our vision of a well-developed workforce that provides outstanding, knowledgeable and inclusive service to all of our residents. Your career journey starts here as you take advantage of all the training opportunities available to you with your city employment. Please enjoy this catalog and take advantage of the training offered. If you have any questions, please contact your HR and/or training professional or the Talent and Employee Success team at TalentSuccess@phila.gov.

In your service,

Wendell H. Jackson, PhD

Director of Professional Development

Office of Talent and Employee Success/Office of the Chief Administrative Officer

What Is The LMS?

The LMS is the City of Philadelphia L̲earning M̲anagement S̲ystem, also called SmarterU. Employee training is assigned, tracked and reported through the LMS.

HOW DO I SET UP AN ACCOUNT?

Each employee is automatically given a username and password (password can be changed later). New employees are entered into the system throughout the month. Below provides instructions for first time users.

IF IT IS YOUR FIRST TIME LOGGING IN, PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. **Go to https://philadelphia.smarteru.com**
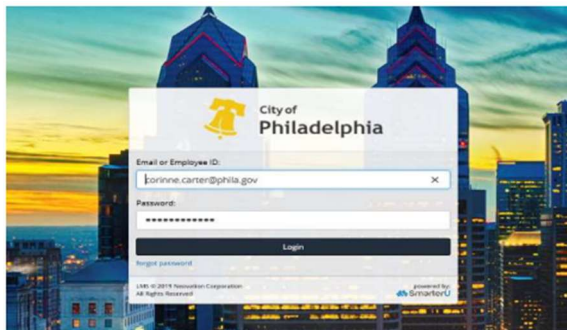
2. Enter your **Employee ID (or your Payroll Number)** as your username. Note: You can find your employee ID / payroll # on your paystub (or through your HR Manager)

3. Your password will be **"welcome"** followed by your **Employee ID**.

For Example:

If your Employee ID was "123456", your password would be: **welcome123456**

> **NOTE - Do NOT use your email address when logging in for the 1st time.**

4. After you have successfully logged in, look for the course titled and enroll.

a. To find it go to "My Training" → "Course Catalog" →in the search field type in the name of the course and click enter.

If you have any issues, please email TalentSuccess@phila.gov.

NOTE - New employee accounts in the LMS may take some time to be created after the start date. Accounts are created during a monthly sync between OnePhilly and the LMS. This may vary in time and take up to 2 weeks.

New Hire Orientation

City of Philadelphia

CITY NEW HIRE ORIENTATION
IN-PERSON

For general inquiries:
TalentSuccess@phila.gov

2025 CALENDAR DATES

JANUARY 22 & 23	FEBRUARY 25 & 26
MARCH 17 & 18	APRIL 22 & 23
MAY 19 & 20	JUNE 24 & 25
JULY 22 & 23	AUGUST 26 & 27
SEPTEMBER 23 & 24	OCTOBER 28 & 29
NOVEMBER 17 & 18	DECEMBER 9 & 10

9am to 4:30pm
Registered employees should appear at
Municipal Services Building
16th floor, Room Y
1401 John F. Kennedy Blvd

ORIENTATION IS 2 DAYS

IMPORTANT NOTE:

Employees MUST be pre-registered on the LMS to attend - **NO WALK-INS.**
For help: TalentSuccess@phila.gov

Register on the City's Learning Management System (LMS) and search for: "City New Hire"

https://philadelphia.smarteru.com/remote-login/login.cfm

You Will Learn:

Ethics, Political Activity, CyberSecurity, Pensions, HR, Understanding Pay, Benefits, Employee Protections, Resources, Labor info and more!

Includes the **New Hire Resource Fair** at 12pm

For questions: TalentSuccess@phila.gov

City College for Municipal Employment

CCME
CITY COLLEGE FOR
MUNICIPAL EMPLOYMENT

Complete an interest form to learn more about CCME and start the enrollment process in any open programs of interest. You will be added to the mailing list and receive updates about events and future opportunities.

COMMUNITY COLLEGE OF PHILADELPHIA

PHILADELPHIA WORKS INC.

THE SCHOOL DISTRICT OF PHILADELPHIA

Scan to learn more:

Visit:
ccp.edu/ccmeinterest

REQUIRED COURSES

You may register for required courses through your department's HR and/or training professionals support team.

Equal Employment Opportunity Training

COURSE DESCRIPTION:

The EEO training course covers EEO laws and policies including Title VII, Chapter 9 of the Philadelphia Code; Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) including how to handle a request for a Reasonable Accommodation; Uniform Services Employment and Reemployment Rights Act (USERRA); how to prevent discrimination and harassment and effectively handle the situations should they arise. The course will also cover workforce diversity, affirmative action and how to handle requests for religious accommodation.

To register for this training, please contact your department HR professional.

INTENDED AUDIENCE:
Supervisors and Managers

PARTICIPANTS WILL RECEIVE INFORMATION PERTAINING TO:

- The Civil Rights Acts of 1964
- Title VII
- The EEO Act of 1972
- The Meaning and Rationale for Affirmative Action
- The Supervisor's Role in EEO and Affirmative Action

2025

Training Dates

September 24

October 22

Labor Relations for Supervisors and Managers

COURSE OBJECTIVE:

Harmonious labor relations can bring enormous productivity gains to the workforce. This course is designed to help managers and supervisors understand key elements of labor contracts and to learn techniques that will foster effective labor/management relations.

To register for this training, please contact your department HR professional.

INTENDED AUDIENCE:

Managers, supervisors, and human resource management staff.

PARTICIPANTS WILL RECEIVE INFORMATION PERTAINING TO:

- Act 195
- The grievance process
- The arbitration process
- Effectively responding to grievances
- And much, much, much, more.

**2025
Training Dates**

September 11

October 9

Sexual Harassment Prevention

(MANDATORY FOR SUPERVISORS AND MANAGERS)

COURSE DESCRIPTION

Employees will learn and apply the important skills of handling sexual harassment issues and complaints. The course thoroughly addresses how to recognize and prevent unwelcome behavior. The curriculum includes a detailed overview of what sexual harassment is, explains legal definitions, discusses sexual harassment prevention, and procedures to handle sexual harassment complaints.

To register for this training, please contact your department HR professional.

INTENDED AUDIENCE

Supervisors and Managers. **This training is required every three years.**

PARTICIPANTS WILL RECEIVE INFORMATION PERTAINING TO:

- The Legal Definition of Sexual Harassment
- Sexual Harassment Laws
- Recognizing Sexual Harassment
- Developing Action Plans Regarding Sexual Harassment in the Workplace

2025 Training Dates

September 17

October 15

Reasonable Suspicion Training

COURSE DESCRIPTION

The City of Philadelphia negotiated a Drug and Alcohol Policy with AFSCME District Councils 33 and 47 that established a standard to maintain a drug and alcohol-free workplace. The policy promotes a safe, healthy, and productive work environment, and addresses situations that would give rise to drug and alcohol testing including reasonable suspicion. The policy stipulates that only supervisors and managers who are trained to recognize, address, and document alcohol misuse and illegal drug use can decide to send an employee for reasonable suspicion testing. In addition, any Union representative participating in the consultation process with a represented employee must be certified through the Reasonable Suspicion training course.

To register for this training, please contact your department HR professional.

INTENDED AUDIENCE:

This course is mandatory for human resource professionals. Managers and supervisors involved in making a determination as to whether or not an employee needs to be evaluated for drug or alcohol use.

PARTICIPANTS WILL RECEIVE INFORMATION PERTAINING TO:
- How to make a determination.
- What signs to look for in making your determination
- Ensuring the safety of all employees.
- The process that you go through once your determination is made
- Techniques for helping the employee
- And more…

2025 Training Dates

September 18

October 16

Ethics-General Ethics Training

The Philadelphia Code requires that all City employees receive general ethics training, which is provided by the Philadelphia Board of Ethics. Board of Ethics Regulation No. 7 requires for all **NEW** City officers and employees, as well as periodic refresher training for all EXISTING City officers and employees.

NEW EMPLOYEES: General Ethics Training is mandatory for all **NEW** City employees and must be completed within 90 days of the effective date of employment.

EXISTING EMPLOYEES: Annual refresher ethics training is required for elected City officers, board & commission members, and some high-level officials. All other City officers & employees must attend refresher ethics training every five years based upon the year they started with the City as follows:

- Group A: start years ending in 0 and 5 must get training in 2025 and every year thereafter ending in 0 and 5.
- Group B: start years ending in 1 and 6 must get training in 2026 and every year thereafter ending in 1 and 6.
- Group C: start years ending 2 and 7 must get training in 2027 and every year thereafter ending in 2 and 7.
- Group D: start years ending in 3 and 8 get training in 2028 and every year thereafter ending in 3 and 8.
- Group E: start years ending in 4 and 9 must get training in 2029 and every year thereafter ending in 4 and 9.

Visit ethics.pub/GETraining to register for both new employee and refresher ethics training. More dates may be added based on demand.

Ethics refresher training sessions can be scheduled by supervisors or HR managers. Please contact Board staff at BOE.Training@phila.gov or (215) 686-9450 at least two weeks in advance to schedule.

COURSE DESCRIPTION

This Board of Ethics training provides an overview of the ethics rules that apply to City officers and employees. The following topics are covered:

- Conflicts of interest
- Prohibited interest in a City contract
- Restrictions on representing individuals in transactions involving the City
- Restrictions on accepting gifts
- Restrictions on political activity
- Financial Disclosure requirements
- Post-employment restrictions
- How to get advice and guidance from the Board of Ethics
- Enforcement and penalties for violations

2025 Training Dates

General Ethics Training sessions (approx. 1 hour) are offered at least three times a month via Zoom as follows:

- **Second or Third Thursdays at 1 pm**

- **Every other Tuesday at 11 am**

Building Inclusive Work Environments

(MANDATORY FOR SUPERVISORS AND MANAGERS)

COURSE OBJECTIVE

This new course replaces the former DEI for Supervisors and Managers course. This new offering supports the required training in accordance with Executive Order 1-20. The Office of Diversity, Equity and Inclusion supports the training of all supervisors and managers employed by the City on diversity and inclusion who lead employees of the City. In accordance with Executive Order 1-20, **all supervisors and managers are required to complete this training every three years.**

This training provides supervisors and managers with an understanding of creating and managing inclusive work environments. They are also provided with practical guidance and resources to guide their efforts.

INTENDED AUDIENCE:

Managers, Supervisors and HR Professionals

REGISTERING FOR THE COURSE:

Please go into the LMS to register for this course. Go to the catalog course. Type in "Building Inclusive Work Environments" and the course will come up. Click on the course and you will see the sessions. Pick the date and time you want, and you will be able to register for that date. Contact TalentSuccess@phila.gov if there are any questions.

COURSE DESCRIPTION:

- The City's focus on Diversity and Inclusion
- Recognizing Different Biases
- Responsibility as a Leader in supporting inclusion in the Workforce
- This is a three-hour session.

2025 Training Dates

July 8

August 6

September 11

PROFESSIONAL DEVELOPMENT

Professional development courses can be found in the SmarterU LMS. Some sessions are virtual, and some sessions are in person at the MSB location in the Innovation Lab. To register for the session that works for you, use the SmarterU LMS search feature to locate the course. Once you locate the course, you will see the times, dates and location when the course is available. If you have any questions, contact TalentSuccess@phila.gov.

Effective Interviewing

COURSE OBJECTIVE:

This course is intended for City employees who participate in the hiring within the civil service process and/or the exempt hiring process. This course provides these employees with tools to use before, during and after the hiring process. Attendees will learn how to conduct interviews within the guidelines provided by Federal, State and Municipal laws and policies.

INTENDED AUDIENCE:

Those employees are responsible for hiring employees. Any employee who is invited to participate in a hiring panel, and HR Professionals.

REGISTERING FOR THE COURSE:

Registration for this course requires supervisor approval. Follow your department's training approval process. For information on the process, contact your HR professional or training representative.

To register for this course please go into the LMS and go to the course catalog. Type in "Effective Interviewing" and the course will come up. Click on the course and you will see the sessions. Pick the date and time you want, and you will be able to register for that date. Please contact TalentSuccess@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Action items needed before, during and after interviews
- Tools and resources to aid in selecting the best qualified candidates
- Understanding the impact of Biases on the interview process
- This is a three-hour course

**2025
Training Dates**

August 19

October 22

Conflict Management

COURSE OBJECTIVE:

This course is intended to provide learners with an understanding of how conflict arises in the workplace and how to manage conflict within working teams. Supervisors and managers are encouraged to complete this course to enhance their skills in managing diverse teams.

INTENDED AUDIENCE:

Those employees who supervise or manage teams or projects. Those employees in HR or training roles within a department.

REGISTERING FOR THE COURSE:

Registration for this course requires supervisor approval. Follow your department's training approval process. For information on the process, contact your HR professional or training representative.

Please go into the LMS and go to the course catalog. Type in "Conflict Management" and the course will come up. Click on the course and you will see the sessions. Pick the date and time you want, and you will be able to register for that date. Please contact TalentSuccess@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Understand various methods of conflict
- Determine why there is conflict and its mental sources
- Understanding the impact of conflict in the workplace
- This is a three-hour session

2025 Training Dates

July 23

September 9

Project Leadership: Project Management Principles

COURSE OBJECTIVE:

This course is intended to:

- Define projects, project management and project managers
- Identify the five process groups as defined by PMI
- Create key projects documents including statement of work, project plans and project charter
- Use planning tools including Gantt charts, network diagrams and RACI charts

INTENDED AUDIENCE:

Employees who supervise projects or are asked to manage project teams.

REGISTERING FOR THE COURSE:

Registration for this course requires supervisor approval. Follow your department's training approval process. For information on the process, contact your HR professional or training representative.

Please go into the LMS and go to the course catalog. Type in "Project Leadership" and the course will come up. Click on the course and you will see the sessions. Pick the date and time you want, and you will be able to register for that date. Please contact TalentSuccess@phila.gov if you have any questions.

COURSE DESCRIPTION:

This is a 3-hour virtual session to identify and use project management techniques and tools as identified by the Project Management Institute. Learners will be exposed to various plans and charts to help improve project leadership skills and understanding.

2025 Training Dates

June 25

August 28

Family Health Training Academy

COURSE OBJECTIVE:

The Family Health Training Academy offers a range of brief e-modules covering topics related to family health created by Philadelphia experts. The purpose is to provide client-facing (caseworkers, frontline staff) with the tools to support the needs their clients face, as well as information about community resources and referrals.

INTENDED AUDIENCE:

Caseworkers, Frontline Staff Employees of the City of Philadelphia.

REGISTERING FOR THE COURSE:

Please go into the LMS and go to the course catalog. Type in "Family Health Training Academy" and the courses will come up. Click on the course you wish to take. Please contact TalentSuccess@phila.gov if you have any questions.

COURSE OFFERINGS:

- Breastfeed Through an Equity Lens
- Early Child Health Promotion
- Healthy Homes
- How to Make a Preschool Early Intervention Referral
- Infant Toddler Early Intervention
- Integrating Joyful Movement and Thinking Beyond Individual Choices
- Intimate Partner Violence 101
- Intro to Autism Spectrum Disorder
- Introduction to COVID-19 Infection Control
- Introduction to Smoking Cessation
- Keeping Infants & Kids Safe
- Lead and Healthy Homes
- Philly Families CAN Centralized Intake System
- Racial Injustice and Tobacco Use
- Self-Care and Mental Wellness
- Talking With Pregnant People About Breastfeeding
- The Impact of Trauma in Early Childhood
- The Office of Homeless Services
- Understanding the Basic Facts About Child Sexual Abuse

2025 Training Dates

These are online courses

Mental Health First Aid courses (Adult and Youth)

COURSE OBJECTIVE:

- Inform about behavioral health issues
- How to assist a person experiencing a behavioral health challenge
- Teach skills needed to identify, understand and respond to signs and symptoms of behavioral health challenges or crisis

INTENDED AUDIENCE:

Any City employee interested in behavioral health first aid. Participants will receive a 3-year national certification.

REGISTERING FOR THE COURSE:

This training is provided virtually. To register, go online and visit *www.HealthyMindsPhilly.org/MHFA*

2025
Training Dates

See the website for more information.

Performance Excellence

COURSE OBJECTIVE:

This course provides an in-depth review of performance and behavior management of City employees. This is online training where supervisors and managers can complete the training at a self-guided pace. The total training time is approximately 3 ½ hours and includes **a Quiz and printable handouts** following each topic. This is a four (4) part training course. You must complete all four parts to be considered complete for this course.

INTENDED AUDIENCE:

City supervisors and managers. **This course is required for DC 47 supervisors.**

REGISTERING FOR THE COURSE:

Please go into the LMS and go to the course catalog. Type in "Performance Excellence Online" and the course will come up in the list. Click on enroll and begin the course. Please contact TalentSuccess@phila.gov if you have any questions.

COURSE DESCRIPTION:

- **Part 1**-Performance Management of City Employees-completion time approximately 65 minutes
- **Part 2**-Coaching-completion time approximately 45 minutes
- **Part 3**-Progressive Discipline-completion time approximately 40 minutes
- **Part 4**-Performance Evaluations for Civil Service Employees (required for all regardless of whether or not you supervise civil service employees)-completion approximately 55 minutes

2025 Training Dates

This is an online course.

NEW

Navigating a Multi-Generational Workplace

COURSE OBJECTIVE:

For the first time in modern history, five generations are sharing the workplace – each bringing unique perspectives, values, and work styles. This interactive course explores how generational differences show up at work, what we have in common, and how to bridge gaps to create a more connected and collaborative work environment.

WHAT YOU WILL LEARN:

- Understand the key characteristics and influences that shape each generation
- Discover shared values and strengths across age groups
- Explore common challenges in cross-generational teams-and how to overcome them
- Learn actionable strategies to foster respect, communication, and teamwork across generations

INTENDED AUDIENCE:

All city employees want to better understand and appreciate generational diversity-and who are looking for practical ways to strengthen working relationships across age groups.

REGISTERING FOR THE COURSE:

This 2 ½ hour course.

To register for the class, contact TalentSuccess@phila.gov for more information

2025 Training Dates

July 23

August 27

Contact TalentSuccess@phila.gov for more

information

Safety Training offerings for all staff

The Safety & Loss Prevention Unit /Risk Management Division is offering training courses for all employees. These courses are offered either in a virtual classroom setting or as online computer-based training. Look at the poster below for more details.

To register for the virtual courses, see the poster below and reach out directly to **safetytraining@phila.gov**. Supervisor approval is required prior to registering for the virtual course

The online courses are available below. Just click on the course link to register.

Back Safety & Manual Material Handling (1 hour)

Defensive Driver (1 hour)

Emergency Action Plan (EAP) & Active Shooter (1 hour)

Ladder Safety Fundamentals (10 minutes)

Office Ergonomics (1 hour)

Preventing Slips, Trips and Falls (10 minutes)

Safety Committee Refresher (1 hour)

Working From Home: Office Ergonomics (1 hour)

COPA II for Supervisors & Managers (1 hour)

Distracted Driver (1 hour)

Emergency Care Guidance (30 minutes)

LMS for the Safety Professional (1 hour)

PA Worker Right-to-Know (10 minutes)

Rules of the Road (1 hour)

Safety Officers' Fundamentals (1 ½ hours)

Available Safety Training
Safety & Loss Prevention Unit | Risk Management Division

Virtual & Computer Based Training

VIRTUAL TRAINING ON TEAMS

Virtual Course Date/Time	Course Name	Virtual Course Date/Time	Course Name
Thurs, 01/09/25 10a – 12p	Safety Committee Facilitator	Tues, 01/14/25 10a – 12p	Defensive Driver
Thurs, 02/06/25 2p – 3:30p	Safety Committee Refresher	Wed, 02/12/25 10a – 12p	Rules of the Road
Thurs, 02/20/25 2p – 3p	Back Safety & Manual Material Handling	Tues, 03/11/25 2p – 3p	Office Ergonomics
Tues, 03/18/25 10a – 11a	Distracted Driver	Thurs, 3/27/25 10ap– 11a	Quadplex Floor Captain
Tues, 4/8/25 1p – 3p	Safety Committee Initial	Thurs, 4/24/25 10a – 11a	Citywide Floor Captain

To register, reach out directly to safetytraining@phila.gov
*Supervisor approval is required prior to registering.

AVAILABLE COMPUTER BASED TRAINING (CBT)

Course Name (Approximate Time Needed)	Course Name (Approximate Time Needed)
Back Safety & Manual Material Handling (1 hour)	COPA II for Supervisors & Managers (1 hour)
Defensive Driver (1 hour)	Distracted Driver (1 hour)
Emergency Action Plan (EAP) & Active Shooter (1 hour)	Emergency Care Guidance (30 minutes)
Ladder Safety Fundamentals (10 minutes)	LMS for the Safety Professional (1 hour)
Office Ergonomics (1 hour)	PA Worker Right-to-Know (10 minutes)
Preventing Slips, Trips and Falls (10 minutes)	Rules of the Road (1 hour)
Safety Committee Refresher (1 hour)	Safety Officers' Fundamentals (1 ½ hours)
Working From Home: Office Ergonomics (1 hour)	More Courses Coming Soon!

Click on course link above to register. For assistance, reach out to safetytraining@phila.gov.
*Supervisor approval is required prior to registering.

For additional assistance or questions, reach out to Corinne Carter at corinne.carters@phila.gov

Risk Management Division | Safety & Loss Prevention Unit | www.philla.gov/risk

Returning to Learning Partnership Program

The Mayor's Returning to Learning Partnership Program (RTL) is a tuition discount program for City employees (and sometimes spouses and dependents as well) in partnership with area colleges and universities. RTL's purpose is to help City employees develop and continue their education. To this end, RTL also partners with other agencies and organizations that provide support to adult learners. The RTL program is administered by the Office of Talent and Employee Success. Each school may offer a different discount the amount of the discount is subject to change annually.

RTL's core functions are to:

- Ensure the program is accessible to City employees
- Coordinate events including college fairs, and lunch and learns
- Maintain relationships with area colleges, universities and other educational partners
- Ensure that the partnership continues to meet the needs of City employees

INFO SHEET ON PARTICIPATING INSTITUTIONS

The [Returning to Learning Information Sheet](#) includes descriptions of tuition discounts and contact information for each of the participating institutions.

Partners

- **[Chestnut Hill College](#)**
- **[Community College of Philadelphia](#)**
- **[Drexel University](#)**
- **[Drexel University Online](#)**
- **[Eastern University](#)**
- **[Holy Family University](#)**
- **[Immaculata University](#)**
- **[Harrisburg University](#)**
- [Lincoln University](#)

- **[La Salle University](#)**
- **[Neumann University](#)**
- **[Peirce College](#)**
- **[Rosemont College](#)**
- **[Saint Joseph's University](#)**
- **[Temple - Fox School of Business](#)**
- **[Thomas Jefferson University](#)**
- **[Widener University](#)**
- **[UPenn-Fels Institute of Government](#)**

The Free Library of Philadelphia

Who Can Get a Card?

A Free Library card is available at no cost to anyone who lives, works, pays taxes, or goes to school in the City of Philadelphia. In addition, anyone who lives in the state of Pennsylvania can obtain a Free Library card without charge. You can gain access to many training resources such as LinkedIn Learning. It's free and fast. Learn more below.

How to Get a Card?

For your convenience, there are three different ways to apply for a library card. You may choose to do so online, in person or mail in your application.

- **Online** – Sign up and get access instantly!

- **In Person** – Visit any free library location and apply in person.

- **Paper Application** – Download the paper application and return it to any neighborhood library.

What Can I Do with My Card?

Your Free Library card gives you access to:

- **Borrow items from our libraries.**

- **An online account where you can search for items in our catalog, place holds to be picked up at the library of your choice, rate and comment on titles you've checked out, or create and share lists of books, movies and music.**

- **Electronic Resource (databases of articles and citations).**

- **Downloadable eBooks, Audiobooks, and Magazines.**

- **Streaming Videos and Music.**

- **Digital Learning Resources-LinkedIn Learning.**

- **Our public computers and Wi-Fi at our neighborhood libraries.**

You can now get a library card when you sign up for a PHL City ID card. To learn more about getting your PHL City ID, call Philly311 at 3-1-1 or (215) 686-8686

TRAINING APPROVAL FORM

EMPLOYEE INFORMATION

Name: _____ Payroll #: _____

Title: _____

Department: _____

Work #: _____ Email: _____

TRAINING REQUESTED AND SUPERVISOR'S APPROVAL

Name of Course: _____

Date of Training Session: _____ Time: _____

APPROVALS

Supervisor's Name: _____

Supervisor's Email Address: _____

INSTITUTE FOR MANAGEMENT STUDIES (IMS) SUMMER 2025

COST-$395 per person
(NOTE: Employee's department must pay for course. Details below)

The city has partnered with the Institute for Management Studies to provide professional leadership courses taught by some of the leaders in the industry. These highly informative sessions provide insight into leadership that meets the highest standards in the business.

Instructions for Enrolling: If you wish to register for a course, you must first contact your HR Professional for approval. Once approved, your HR professional will guide you through the process. <u>DO NOT go to the website and register directly through IMS</u>.

All IMS sessions are virtual unless noted in the description. HR Professionals will use the www.ims-online.com link for registrations.

JULY 2025

LEADING WITH GRATITUDE: Eight Leadership Practices for Extraordinary Business Results

July 1, 2025
11 AM – 12 PM - Eastern Time-Virtual Session
FREE-Complementary for City Employees

WHAT YOU WILL LEARN:
- How gratitude can help managers recognize the true value team's contributions and uncover untapped potential
- The impact of appreciating employee efforts on motivation and productivity, particularly during periods of change
- How leaders can develop this essential skill to strengthen team performance and build trust.

THE FUTURE-READY LEADER: Thrive Through Curiosity, Change, and Clarity

July 10, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Use curiosity-driven strategies to foster a mindset of continuous learning and innovation

- Implement proven techniques to navigate change with resilience and a positive outlook
- Master techniques for clear decision-making and impactful communication that drives action

POWERFUL TOOLS FOR AHNDLING WORKPLACE CHALLENGES AND TOUGH CONVERSATIONS

July 17, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Master the art of De-escalation with "powerful phrases" that turn conflict into collaboration
- Gain a deeper, researched-based understanding of the "conflict cocktails" that fuel today's workplace disputes and how to address them effectively
- What to do when highly charged, sensitive topics (e.g. politics, different world views) emerge at work

WORKING SMART: Managing Priorities and Mastering Workflow

July 22, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Discover five powerful tools and techniques to work more efficiently, accomplish more in less time, and reduce unnecessary effort
- Learn how to structure your schedule, prioritize key tasks, and set yourself up for more productive, stress-free days
- Master strategies to manage meetings effectively, set clear expectations, and ensure meaningful outcomes
- Track and manage your time, energy, and workload to improve efficiency and achieve sustainable results

UNFORGETTABLE PRESENCE: Elevate Your Influence and Accelerate Your Career

July 29, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Discover the key interpersonal and leadership skills that set top professionals apart
- Learn how to use influence as a powerful complement to your technical skills to drive impact and career growth
- Understand why executive presence matters for everyone, not just executives, and how to cultivate it
- Learn strategies to create meaningful connections that support career advancement and long-term success

AUGUST 2025

LEADING YOURSELF: Finding Joy and Meaning at Work

August 5, 2025
11 AM - 12 PM - Eastern Time-Virtual Session
FREE: Complementary Course to City Employees

WHAT YOU WILL LEARN:
- Learn insightful real-life examples that help motivate learners to make the most of their current roles
- Actional strategies to help you find greater satisfaction and joy in what you do

THE RESILIENT LEADER: Proven Strategies to Sustain Energy and Navigate Challenges

August 12, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Identify and integrate your top three energizing activities to achieve flow states more often, boosting both productivity and job satisfaction
- Leverage individual and collective energies to create a more connected, adaptable, and high-performing team
- Apply proven strategies to maintain energy, build resilience, and navigate challenges effectively, ensuring long-term success and fulfillment in your role

BUILDING EXTRAORDINARY, HIGH-PERFORMING TEAMS THAT ACHIEVE LASTING SUCCESS

August 14, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Establish shared values and standards that shape daily actions and foster a cohesive, purpose-driven team culture
- Implement strategies that recognize achievements, reinforce team standards, and inspire ongoing growth
- Learn techniques to create an environment where team members feel safe to admit mistakes, ask for help, and quickly recover from setbacks
- Design frameworks that ensure sustained commitment, resilience, and enthusiasm, even in the face of challenges

BE THE LEADER THAT PEOPLE WILL FOLLOW

August 19, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Understand how your actions-or lack of action-shape perceptions, influence trust, and determine whether people will follow your lead
- Learn how to reinforce or restore trust by aligning your words and actions, fostering transparency, and creating a strong foundation for leadership credibility
- Discover key storytelling elements and communication techniques to inform, inspire, and motivate others, making your leadership more impactful
- Gain strategies to communicate bad news effectively while maintaining trust, engagement, and team motivation

POWERFUL COMMUNICATION: Craft and Deliver Your Message with Authority and Authenticity

August 26, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Master the essentials of making real connections, crafting clear messages, and delivering them with confidence
- Learn practical strategies to manage nerves and speak with confidence in any setting
- Discover techniques to create trust, engagement, and stronger connections with your audience
- Leverage body language, tone, and presence to enhance your impact

SEPTEMBER 2025

EMBRACING THE FUTURE OF WORK IN A RAPIDLY EVOLVING WORLD

September 4, 2025
11 AM - 12 PM - Eastern Time-Virtual Session
FREE: Complementary Course to City Employees

WHAT YOU WILL LEARN:
- Practical strategies to future-proof your career and organization through cultivating agility, building future-ready skills, and embracing new approaches to work
- Forward thinking strategies to help navigate disruptions, anticipate future trends, and adapt to the challenges to tomorrow's workforce

AUTHENTIC LEADERSHIP: Build Trust, Resolve Conflicts, and Inspire Others

September 9, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Develop the skills to truly understand others, articulate your message effectively, and navigate conflict with confidence
- Learn proven strategies to boost self-awareness, regulate emotions, and lead with greater impact
- Unlock the potential of those around you by fostering a strengths-based approach and leading with authenticity
- Cultivate deeper relationships through trust-building techniques that create a culture of collaboration and engagement

FROM REACTIVITY TO STRATEGIC AGILITY: Transformative Approaches for Leaders

September 11, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Master the principles of strategic agility to stay ahead in an ever-evolving business environment
- Cultivate a change-ready culture that empowers teams to adapt swiftly and seize new opportunities
- Leverage proven strategic framework to navigate complexity with confidence and drive meaningful impact

MASTERING TOUGH CONVERSATIONS: Communicate Best When It Matters Most

September 16, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Learn to communicate with others more clearly
- Practice identifying signs of conflict and unproductive responses to conflict
- Identify best practices for providing feedback in ways others embrace
- Discover your communication strengths and weaknesses

INFLUENCE TO IMPACT: Leveraging Interpersonal Power for Women Leaders

September 25, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- Strengthen self-confidence by recognizing and addressing factors that dimmish or enhance it
- Leverage your power strategically to maximize your influence and impact
- Identify your unique influence style and understand how to navigate and adapt to the styles of others
- Assess your current network and develop targeted strategies to expand and strengthen your connections

BOOSTING PRODUCTIVITY: Time Management Tactics For Working Smarter

September 30, 2025
11 AM – 2 PM - Eastern Time-Virtual Session
$395 (US) per person

WHAT YOU WILL LEARN:
- How to maintain focus and achieve greater productivity levels
- Ways to create structure and order when schedules and needs shift on a daily (or hourly) basis
- Best Practices of effective time planning using task-oriented and time-boxing methods