

Winter 2026 Employee Training Catalog



Philadelphia 2026

Welcome to winter 2026 and the beginning of Philadelphia 250! It is going to be an exciting year in Philadelphia as we welcome visitors from around the world in celebration of the 250th birthday of the United States of America. There is no better place to be than here in the birthplace of our nation. It is our chance to show the world the great customer service provided by our public servants-the employees of the City of Philadelphia. Being residents serving residents is a commitment we cherish here in the city. As employees of this great city, we can take pride in ensuring our residents are safe and able to thrive in a green, clean city where there is access to economic opportunity for all.

In this edition of the Employee Training Catalog, we offer more training opportunities for you to grow in your career. Take a moment to look through the materials and find something that helps you improve your skills so you can be the best public servant you can be for our residents. Be sure you are abreast of the training required of all employees of the city. This catalog outlines many of those offerings, and your HR team can guide you towards even more that may be specific to your department and your career field.

Our partnership with the Institute for Management Studies offers free and low-cost professional seminars that inspire and transform the way leaders show up in the workforce. The training topics are 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.

Only you can determine the path of your career and we in the Office of Talent and Employee Success will do our best to provide you with the training materials and courses that drive you towards success. Browse through the Learning Management System, LMS, to find courses and resources that inspire you to move forward with your professional goals.

Please enjoy this catalog and attend some 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?

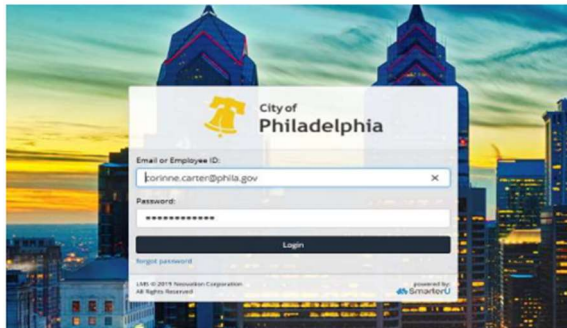
The LMS is the City of Philadelphia Learning Management System, also called SmarterU. Employee training is assigned, tracked and reported through the LMS.

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 NEW HIRE ORIENTATION IN-PERSON

2026 CALENDAR DATES

JANUARY 21 & 22	FEBRUARY 10 & 11
MARCH 4 & 5	APRIL 21 & 22
MAY 19 & 20	JUNE 10 & 11
JULY 21 & 22	AUGUST 25 & 26
SEPTEMBER 15 & 16	OCTOBER 27 & 28
NOVEMBER 17 & 18	DECEMBER 15 & 16

9am to 4:30pm

Registered employees should appear at
Municipal Services Building
16th floor, Room Y
1401 John F. Kennedy Blvd



For general inquiries:
TalentSuccess@phila.gov

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

OIT Microsoft Series



MICROSOFT 365

SKILL BUILDER SERIES



Whether you're new to Microsoft 365 or looking to enhance your existing knowledge, this training covers everything you need to maximize your productivity with this suite of tools.

Instructor-led Courses take place in the Innovation Lab located on Floor 16 of the Municipal Building.

[Course info here!](#)

[Register now!](#)

Click to visit the course info page or register through the SmarterU Learning Management System.

Certificates are available upon completion of each individual course.

WHY ATTEND?

- Instructor-led training
- Hands-on practice scenarios
- Improve your computer skills

ESSENTIALS

COURSES COVER:

- Word
- Excel
- PowerPoint
- Outlook
- Teams
- SharePoint

Essentials: Starting off with the basics but perfect for intermediate users who want to improve their skills with Word, Excel, PowerPoint, Teams, SharePoint, and/or Outlook.

ESSENTIALS PLUS

COURSES COVER:

- Word & Excel

Essentials Plus: Excellent for those with existing knowledge on Word & Excel but who want more of a deep dive into advanced features.

Whether you're new to Microsoft 365 or looking to enhance your existing knowledge, the M365 Skill Builder Series - which is **in-person, instructor led** - covers everything you need to know to maximize your productivity with tools like: Excel, Word, PowerPoint, Outlook, Teams, and SharePoint. [To learn more, and to register, click here](#)

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

2026

Training Dates

January 21

February 18

March 18

April 15

May 20

June 17

September 16

October 21

November 18

December 16

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.

2026 Training Dates

January 8

February 12

March 12

April 9

May 14

June 11

September 10

October 8

November 12

December 10

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
-

2026 Training Dates

January 6

February 3

March 3

April 7

May 5

June 2

September 1

October 6

November 3

December 1

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

January 15

February 19

March 19

April 16

May 21

June 18

September 17

October 15

November 19

December 17

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

2026 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 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.
-

2026 Training Dates

February 4

March 4

April 8

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



2026 Training Dates

February 12

April 7

June 10



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

2026 Training Dates

March 10

May 27

July 29

Civility in the Workplace

COURSE DESCRIPTION

The City of Philadelphia understands the importance of a work environment where team members work together to support the residents with professional courtesy. This training delves into how we interact with each other in the workplace. Being civil with each other and using kindness and empathy goes far in keeping the workplace a psychologically safe place.

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

INTENDED AUDIENCE:

This course is open to all employees.

PARTICIPANTS WILL RECEIVE INFORMATION PERTAINING TO:

- How to work with others in the workplace
- Techniques to resolve conflict
- Civil communication techniques
- Understanding differences in the workplace

2025 Training Dates

January 29

April 30

September 24

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

2026 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

2026 Training Dates

See the website for more information.

SAFETY TRAINING

Multiple safety courses are available to City employees. There are Instructor-Led sessions available, along with Computer-Based Training (CBT) versions on the SmarterU LMS for most courses offered by the Safety and Loss Prevention Unit of Risk Management Division (RMD). To register for an Instructor-Led course, email safetytraining@phila.gov with the course title, session date and your contact information. Register for CBTs using the SmarterU LMS search feature to locate the course, clicking on the provided course link or by reaching out to your Safety Officer for assistance with registering. If you have any questions, contact safetytraining@phila.gov.

Defensive Driver

COURSE OBJECTIVE:

This training course is the main and essential course of the Driver Safety series. It is designed for drivers of all types of vehicles. It provides an overview of safe driving habits and behaviors that can be applied to everyday driving situations. This course is designed to identify risks that are related to your driving experience and points out unsafe driving behaviors.

INTENDED AUDIENCE:

Any City or contract employee who drives a City vehicle or their personal vehicle in the course of their workday.

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in "Defensive Driver" to locate the course or click on the course link below:

[Defensive Driver](#) (1 hour)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Purpose of defensive driving
- Statistics relating to aggressive driving behaviors
- Vehicle, driver, and environmental risks
- Safe and unsafe driving behaviors
- The Smith System 5 Keys
- Risk reduction techniques

2026

Training Dates

February 3 (Virtual) – 10am – 12pm

Distracted Driver

COURSE OBJECTIVE:

This training course is to address the ever-growing problem of “Distracted Driving”. It focuses on the dangers of various distractions while operating a motor vehicle; especially drivers of passenger vehicles, including sedans, pickups, vans, and SUVs. This course is a great follow-up for employees who attended Risk Management’s “Defensive Driver” training.

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:

Virtual Training - Registration for this course requires supervisor approval. Follow your department’s training approval process. For information on the process, contact your HR professional, Safety Officer or training representative.

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in “Distracted Driver” to locate the course or click on the course link below:

[Distracted Driver \(1 hour\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Discuss distraction related crash statistics
- Identify distraction types and prevention
- Policies and legislation
- Understanding multi-tasking

2026 Training Dates

March 18 (Virtual) - 10am – 11am

Rules of the Road

COURSE OBJECTIVE:

This training course is part of the Driver Safety Series and is designed to remind drivers about the systems, methods, and laws of driving in the Commonwealth of Pennsylvania. Rules of the Road is intended for any driver and focuses on reinforcing established rules to operate a motor vehicle safely and efficiently. This course provides additional specifics on driving safely, which builds upon the general concepts of the “Defensive Driver”.

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:

Virtual Training - Registration for this course requires supervisor approval. Follow your department’s training approval process. For information on the process, contact your HR professional, Safety Officer or training representative.

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in “Rules of the Road” to locate the course or click on the course link below:

[Rules of the Road](#) (1 hour)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- City policies and expectations
- Vision Zero
- Review general driver safety
- Discuss rules of the road
- Road signs and markings
- Crashes and reporting

2026 Training Dates

February 11 (Virtual) – 10am – 12pm

May 7 (Virtual) – 1pm – 3pm

Office Ergonomics

COURSE OBJECTIVE:

Do you sit behind a desk for hours at a time? Do you feel any neck, back pain or sore wrists and fingers? This training will teach you proper office ergonomics including correct chair height, adequate equipment spacing and good sitting posture which can help you stay comfortable at work.

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:

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

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in "Office Ergonomics" to locate the course or click on the course link below:

[Office Ergonomics \(1 hour\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Define ergonomics
- Identify risk factors related to computer workstations
- Steps to setting up a workstation using ergonomic principles

2026 Training Dates

January 5 (Virtual) – 10am – 11am

March 10 (Virtual) - 2pm – 3pm

Back Safety & Manual Material Handling (MMH)

COURSE OBJECTIVE:

Do you know what ergonomics is? This training will explore the aspect of human body mechanics, review risk factors associated with workplace musculoskeletal injuries (MSIs), identify strategies and tips to reduce MSIs with a concentrated focus on back safety and material handling.

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:

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

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in "Back Safety & Manual Material Handling" to locate the course or click on the course link below:

[Back Safety & Manual Material Handling \(1 hour\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Back anatomy and types of back injuries
- Risk factors that influence manual material handling (MMH)
- Controls to reduce risk
- Safer lifting techniques

2026 Training Dates

February 19 (Virtual) – 2pm – 3pm

Safety Committee Initial

COURSE OBJECTIVE:

This course is intended for Safety Officers and all departments' safety committee members. It is a mandatory one-time course which will provide the learners with the information necessary to participate in a safety committee as required by the Commonwealth of PA – Bureau of Workers' Compensation (PA BWC).

INTENDED AUDIENCE:

This course is for all Safety Officers and safety committee members throughout the City.

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in "Safety Committee Initial" to locate the course or click on the course link below:

[Safety Committee Initial \(1 hour\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Safety committee operations
- Basic hazard detection and inspection methods
- Basic incident investigation techniques
- Basic awareness of how drug, alcohol and opioid substance use disorder impacts the workplace

2026 Training Dates

April 2 (Virtual) – 1pm – 3pm

Safety Committee Facilitator

COURSE OBJECTIVE:

This course is intended for Safety Officers and all departments' safety committee members that hold a position such as chairperson, co-chairperson or secretary. It is a mandatory one-time course for Safety Officers, chairpersons and co-chairpersons. It is highly recommended for secretaries. It will provide the learners with the knowledge necessary to facilitate a safety committee..

INTENDED AUDIENCE:

This course is for all Safety Officers and safety committee members holding a position..

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

COURSE DESCRIPTION:

- Understand the roles within the Safety Committee
- Determine appropriate topics for discussion
- Recognize and resolve potential areas of conflict
- Delegate and coach committee members
- Understand people, processes and problems
- How to run a safety committee meeting

2026 Training Dates

January 29 (Virtual) – 10am – 12pm

Safety Committee Refresher

COURSE OBJECTIVE:

This course is intended for Safety Officers and all departments' safety committee members. It is required to be taken annually. This course not only reviews the core safety foundations of a safety committee but provides important updates and changes that safety committee members should know and understand.

INTENDED AUDIENCE:

This course is for all Safety Officers and department safety committee members that have already completed the Safety Committee Initial Training.

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

CBT - To register for the computer-based version please go into the LMS and go to the course catalog. Type in "Safety Committee Refresher" to locate the course or click on the course link below:

[Safety Committee Refresher \(1 hour\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE DESCRIPTION:

- Safety committee operations refresher
- Basic hazard detection and inspection methods refresher
- Basic incident investigation refresher
- Basic awareness of how drug, alcohol and opioid substance use disorder impacts the workplace

2026

Training Dates

February 5 (Virtual)- 2pm – 3:30pm

Citywide Floor Captain

COURSE OBJECTIVE:

This course is intended to provide floor captains throughout the City an understanding of their roles and responsibilities and a basic overview of emergencies and drills.

INTENDED AUDIENCE:

This course is for all Floor Captains throughout the City regardless of the building.

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

COURSE DESCRIPTION:

- Types of emergencies
- Shelter-In-Place
- Emergency notifications
- Floor Captain duties and responsibilities

2026 Training Dates

May 5 (Virtual) - 10am – 11am

Quadplex Floor Captain

COURSE OBJECTIVE:

This course is intended to provide floor captains within the Quadplex an understanding of their roles and responsibilities and a basic overview of emergencies and drills.

INTENDED AUDIENCE:

This course is for all Floor Captains in OPB, MSB, SCCH and City Hall..

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

COURSE DESCRIPTION:

- Types of emergencies
- Shelter-In-Place
- Emergency notifications
- Floor Captain duties and responsibilities
- Quadplex building specific procedures

2026 Training Dates

March 31 (Virtual) – 10am – 11am

Safety Officers Series

COURSE OBJECTIVE:

These courses are intended to provide safety professionals within the City with guidance and understanding of basic safety fundamentals and the City's guidance and directives relative to safety..

INTENDED AUDIENCE:

Safety Officers, safety office personnel and those employees that hold responsibilities within the topic for a given month.

REGISTERING FOR THE COURSE:

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

To register contact safetytraining@phila.gov.

CBT – The only Safety Officer course that currently has a computer-based version is Safety Officer Fundamentals. To register please go into the LMS and go to the course catalog. Type in "Safety Officer Fundamentals" to locate the course or click on the course link below:

[Safety Officers' Fundamentals \(1 ½ hours\)](#)

Please contact safetytraining@phila.gov if you have any questions.

COURSE TOPICS:

- **January** – Right-to-Know Train-the-Trainer
- **February** – Active Shooter Training
- **March** – Submitting Documentation or Goals & Generating Reports in the LMS
- **April** – Identifying Root Cause, Developing and Implementing Corrective Measures
- **May** – Goals & Objectives
- **June** – Safety Officers' Fundamentals

2026 Training Dates

January 28 (Virtual) – 10am – 12pm

February 25 (Virtual) – Times TBD

March 26 (Virtual) – 10am – 12pm

April 29 (Virtual) – 10am – 12pm

May 20 (Virtual) – 10am – 12pm

June 25 (Virtual) – 1pm – 3pm

Additional Safety Computer-Based Trainings (CBTs)

These additional courses are available on the SmarterU LMS as CBTs. Just click on the course links below to register.

[Emergency Action Plan \(EAP\) & Active Shooter](#) (1 hour)

[Ladder Safety Fundamentals](#) (10 minutes)

[Preventing Slips, Trips and Falls](#) (10 minutes)

[Working From Home: Office Ergonomics](#) (1 hour)

[COPA II for Supervisors & Managers](#) (1 hour)

[Emergency Care Guidance](#) (30 minutes)

[LMS for the Safety Professional](#) (1 hour)

[PA Worker Right-to-Know](#) (10 minutes)

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

2026 Training Dates

This is an online course.

Navigating the Multi-Generational Workplace (Part 1)

COURSE OBJECTIVE:

FIVE GENERATIONS, ONE WORKFORCE: For the first time in modern history, five generations are in the workplace. 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 of each generation
- Discover shared values across age groups
- Explore common challenges in cross-generational teams-and how to overcome them

NOTE: Part 1 is a prerequisite for Part 2 (Navigating a Multi-Generational Workplace-Managers Edition).

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

2026 Training Dates

January 14

January 29

February 11

February 26

March 12

March 26

Contact TalentSuccess@phila.gov for more information

Returning to Learning Partnerships

Updated 12-5-25

The Mayor's Returning to Learning Partnership



The Mayor's Returning to Learning Partnership offers tuition **DISCOUNTS** for City Employees and in some cases spouses, domestic partners, and dependents to help City employees reach their postsecondary goals.

The City of Philadelphia welcomes our newest partners **Harrisburg University** and **University of Pennsylvania Fels Institute of Government**.

DETAILS: 25% tuition discount for City employees. 10% tuition discount for spouse/domestic partner/dependents of City employees. 10% discount for City employees/spouse/domestic partner /dependents on NuPath's industry certificate programs. More information at www.harrisburgu.edu

ELIGIBILITY:

City employees, spouses, and dependents



CONTACT:

Hosman Uruga
Philadelphia Admissions Counselor
huruga@harrisburgu.edu
717-901-5154

DETAILS: 25% tuition discount for the Master of Public Administration or Executive Master of Public Administration programs at the University of Pennsylvania's Fels Institute of Government. More information: fels.upenn.edu

ELIGIBILITY:

Full-time City employees



CONTACT:

Marlon Lewis
Assistant Director for Recruitment and Student Services
215-898-9471
marlonle@upenn.edu

DETAILS: 20% tuition scholarship for graduate and undergraduate level programs. Additional 5% scholarship if employee is an alum of Temple University. Excludes the PhD program.

ELIGIBILITY:

City employees, eligible dependents****



CONTACT:

Christopher Lind
215-204-7687
Foxinfo@temple.edu,
www.fox.temple.edu/alumni-industry/industry-recruiters/corporate-partners-program

DETAILS: 30% tuition discount for undergraduate courses taken in the School of Continuing and Professional Studies and graduate courses* taken in the School of Graduate Studies.

Additional scholarship opportunity for dependents**



ELIGIBILITY:

Full-time City employees, spouses and dependents

CONTACT:

Nathalie Christophe
215-242-7995
christophen@chc.edu

* All admissions requirements need to be met before registration. Discount only applies to matriculation students and may not be combined. Discount does not apply to the Psy.D. program.

** Dependents of City employees, who are accepted and enroll on a full-time basis in the School of Undergraduate Studies, are eligible for up to an annual \$10,000 tuition scholarship award or if enrolled on a part-time basis, a 25% tuition discount. Discounts cannot be combined.

For more information please email TalentSuccess@phila.gov

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DETAILS: 25% tuition discount for each credit degree or certificate program course when enrolled as a matriculated student.



ELIGIBILITY:
City employees

CONTACT: Randy Gordon
rgordon@ccp.edu;
<https://ccp.edu/paying-college/tuition-assistance-programs/returning-learning>

DETAILS: 25% tuition discount for standard tuition charged, for each undergraduate, adult learning or graduate degree program. If eligible for two or more discounts, students will receive the highest single discount.



ELIGIBILITY:
City employees, spouses, and dependents

CONTACT:
Office of Graduate and Adult Admissions at gradstudy@holyfamily.edu

DETAILS: 10%-54% tuition discount based on specific program for each degree program course offered by Drexel eLearning (full list of over 150 eligible programs available at www.online.drexel.edu/cityofphila).



ELIGIBILITY:
City employees and immediate family

CONTACT:
Cynthia Carter
215-895-0517
cac473@drexel.edu

DETAILS: \$405/credit for Adult Professional Studies bachelor's degree programs (online, hybrid, classroom-based) (excluding associates degrees) or a graduate degree (excluding PsyD programs) through the College of Graduate Studies.



ELIGIBILITY:
Full-time City employees, spouses and dependents

CONTACT: admiss@immaculata.edu

DETAILS: 25% tuition discount for each online undergraduate or graduate course offered by Eastern University's Graduate and Professional Studies department. Please note the discount does not apply to LifeFlex programs. www.eastern.edu/lifeflex.



ELIGIBILITY:
City employees, spouses and dependents

CONTACT:
Dr. Tracy Johnson
gjohnso3@eastern.edu

DETAILS: 25% tuition discount for select master's level graduate and undergraduate adult program courses.***



ELIGIBILITY:
City employees

CONTACT:
Office of Adult Enrollment
215-951-1100
adultenroll@lasalle.edu,
www.lasalle.edu/grad/city-of-philadiscout-information/

*** This discount does not apply to the traditional, undergraduate degree student.

For more information please email TalentSuccess@phila.gov

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DETAILS: 15% tuition discount on degree or certificate programs offered at the School of Adult & Continuing Education, exclusively, on a full-time or part-time status.



ELIGIBILITY:
City employees, spouses, including domestic partners, and dependents

CONTACT:
Morgan M. Shaw
School of Adult & Continuing Education
P: 484-756-1376 or 215-590-8244
E: mshaw@lincoln.edu or sace@lincoln.edu

DETAILS: 25% tuition discount on credit courses in Master's degree programs offered throughout Neumann University***



ELIGIBILITY:
City employees, spouses and dependents

CONTACT:
Bettsy McKlaine
610-558-5613
mcklainb@neumann.edu

DETAILS: 25% tuition discount for each standard associate and bachelor's degree program course taken and a 19% tuition discount for each graduate course taken. Classes offered online and on campus.



ELIGIBILITY:
City employees, spouses, dependents and domestic partners

CONTACT:
Dr. Stephanie Gibbs-Emenaka
215-670-9279
sge@peirce.edu
www.peirce.edu/phila/

DETAILS: 25% tuition discount for each credit taken in the accelerated BS degree completion program.



ELIGIBILITY:
Full-time City employees

CONTACT:
Michael Kennedy
School of Continuing and Professional Studies
michael.kennedy2@jefferson.edu

DETAILS: 50% tuition discount for each undergraduate or graduate course taken in the Schools of Graduate and Professional Studies.



ELIGIBILITY:
City employees, spouses and dependents

CONTACT:
Robyn Bradley
robyn.bradley@rosemont.edu

DETAILS: 25% discount on all Adult Learner Bachelor's Degrees.



ELIGIBILITY:
Full-time city employees

CONTACT:
Office of Admission
610-660-1300
transfer@sju.edu

****Dependents of City employees who are enrolled in a Fox School of Business graduate program, who are accepted and enroll on a full-time basis in the Fox School of Business undergraduate program, are eligible for a 10% tuition scholarship.

DETAILS: 45% discount on continuing studies programs, and 50% discount on our online Master of Allied Health Education and Master of Instructional Technology programs, and 20% discount on our graduate programs for employees.

ELIGIBILITY:

City employees, spouses, and dependents



CONTACT:

Graduate Studies and Extended Learning:

Cameron Buckbee

cmbuckbee@widener.edu

610-499-4530

www.widener.edu/graduate-admissions-portal

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)

WINTER 2026

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. DO NOT go to the website and register directly through IMS.

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

JANUARY 2026

Working Smart: Managing Priorities and Mastering Workflow

January 13, 2026

12 PM – 2:30 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.

Learn from Within: A Core Values Blueprint for Purposeful Performance

January 15, 2026

12 PM – 1 PM- Eastern Time-Virtual Session

FREE - Complimentary to City Employees

WHAT YOU WILL LEARN:

- Why identifying your true core values is the key to fulfillment, resilience, and extraordinary leadership.
- What separates an inspiring, actionable core value from an empty platitude.
- A step-by-step discovery process to uncover the values that are uniquely yours.

Leadership Tactics to Increase Engagement, Efficiency and Results

January 22, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- Learn the four developmental levels in Situational Leadership and how to use them.
- Identify your personal leadership style and how to adapt it for maximum effectiveness.
- Proven strategies to implement Situational Leadership immediately.
- How to use trust as the foundation for a thriving workplace culture.

Leadership Presence and Building a Powerful Career Brand

January 27, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- Powerful leadership traits.
- Communicate with clarity and confidence.
- Strategic career planning.
- How to be your own advocate.

FEBRUARY 2026

The Art of Perception: See What Matters

February 5, 2026

12 PM – 1 PM- Eastern Time-Virtual Session

FREE - Complimentary to City Employees

WHAT YOU WILL LEARN:

- This program's exercises are designed to address new challenges in accessing a virtual community and to refresh the ability to communicate concisely and effectively, especially in the face of change. Works of art used to address breakdowns in precise communications of critical information, navigate new landscapes, and remove assumptions to promote best practices and more effective problem-solving.

Leading Yourself: Find More Joy, Meaning and Opportunity in the Role You Already Have

February 10, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- Why leaders quietly stop growing and how to spot it in yourself.
- How to create urgency and commitment from your peers when everyone has their own agenda.
- Mental shifts to reignite your drive when the work feels heavy.

Strike the Right Chord: The Emerging Leader's Guide to Exceptional Performance

February 19, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- A leadership mindset based on empathy and trust.
- How to inspire your team to tackle challenges with confidence.
- How to influence effectively, resolve conflict and navigate uncertainty.
- Clear communication techniques for emerging leaders that work for everyone.

Breakthrough Ideas: Becoming a More Strategic Thinker

February 24, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- Understand the key differences between strategic thinking and strategic planning and when to apply each.
- Discover the five essential traits of successful strategic thinkers and how to develop them.
- Learn practical, structured techniques to enhance strategic thinking at both the individual and team levels.

MARCH 2026

The Coaching Habit: The Five Questions Leader

March 5, 2026

12 PM – 1 PM - Eastern Time-Virtual Session

FREE – Complimentary to City Employees

WHAT YOU WILL LEARN:

- In this practical and engaging session, we dig into and make real the five questions that anyone can use to stay curious longer and be more coach-like. You will learn about the three vicious circles of leadership...and which one you're stuck in, measure how you split your time between Bas, Good and Great Work and practice the five key questions, including the Best Coaching Question in the World.

Leadership Presence: How to Send the Signals That Make You Stand Out

March 10, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- How to build presence from the inside out: Why “fake it until you make it” doesn’t work.
- What to avoid the communication traps that weaken people’s perception of your credibility.
- Identify ways to use body language to look – and feel – more confident.
- How reading and responding to body language makes you a more effective leader.

Mastering Tough Conversations: Communicate Best When It Matters Most

March 17, 2026

12 PM – 2:30 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.

One Day MBA: The Critical Stuff They Don't Teach In Business School

March 24, 2026

12 PM – 2:30 PM - Eastern Time-Virtual Session

\$395 (US) per person

WHAT YOU WILL LEARN:

- Proven problem-solving models (7-step process, SWOT, Root Cause Analysis, PDCA).
- Solve real-world business challenges in interactive case studies and group exercises.
- Explore innovative techniques like Design Thinking to drive creative solutions.
- Actionable insights to improve decision-making and lead your teams through complexity and change.