cornerstone

Online Learning

Log in to Cornerstone at https://knowandgrow.csod.com

Your username is your employee ID (Find it on your pay stub or call HRD).

The initial password is P4ssw0rd.

Call Susann Harris (4954 or sharris@townofchapelhill.org) if you have questions or if you need your password reset

What is Cornerstone?

Our learning management software (LMS), Cornerstone on Demand, will ensure better employee compliance training, accelerate employee performance, foster social learning, and support our organizational goals.
We will have one centralized learning management system, state of the art instructor-led training, virtual learning, exams, certifications, and compliance content for developing all employees.

TRAINING & DEVELOPMENT

Susann Harris

Learning and Development Manager
Town of Chapel Hill Human
Resource Development
(919) 969-4954
sharris@townofchapelhill.org

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www.townofchapelhill.org

Training your way to Success

Continuous Leadership Training

Sustainable Leadership

- If you are interested in supervision, or are already a supervisor, then Sustainable Leadership is the class for you! Human Resource Development offers this two-day interactive training to anyone interested in developing qualities, technical skills, and the knowledge required to meet the performance expectations of being a Town of Chapel Hill leader.

Smart Leaders, Smarter Teams

- Provided by Roger Schwarz and Associates, formerly known as "Facilitative Leadership."

Learning & Development Services

Curriculum Development

- Development of courses and workshops designed to help employees, supervisors, and managers develop, maintain, and update non-technical job- related competencies
- Customization of existing courses to meet specific work unit/team needs.

Consulting

- Training needs analyses, followed by recommending training solutions
- Management consultation as a resource for employee/team development.
- Measurement of the impact and effectiveness of training and development programs

Team Facilitation and MBTI

- Facilitation of team/work unit meetings to demonstrate facilitation skills or as part of an organizational development process

Supervisory Development

Coaching for Performance Improvement
Leading with Emotional Intelligence
Leadership and Management Fundamentals
Leading Highly Effective Groups
Continuous Employee Development
Leading Employees through Change
Interviewing Skills for Managers
Team Building
Supervision Overview
Leading Teams

Technical and Skill Building

Munis Training
MS Word
MS Excel
MS Outlook
MS Power Point

Learning & Development

Dealing with Difficult Customer Behaviors
Surviving a Job Interview
Managing Projects and Deadlines
Project Management for Professionals
Time and Task Management
Critical Discussions
Dealing with Personality Clashes
Effective E-mail Communication
Mastering the Art of Technical Writing
Poised and Powerful Public Speaking
Professional Presentation Skills
Report Writing
Building Employee Trust
Employee Safety Training
e-Learning
Wellness@Work

HRD & Compliance Training

- Equal Employment Opportunity
- Ethics Policy
- EPMDS
- Interviews Made Easy
- Disciplinary Action Policy Training
- Bloodborne Pathogens
- Workplace Violence
- Unlawful Workplace Harassment
- FMLA
- Reasonable Suspicion Certification
- Supervisor Compliance Blitz

Professional Development

- Customer Service Training (HRD)
- Managing Meetings
- Customer Service Management
- Stress Management
- Interactive Listening
- Time Management
- Managing Conflict
- Dealing with Conflict
- Managing Multiple Priorities

Communications Development

- Developing your Communication Skills
- Feedback and Communication
- Communicating with Confidence
- Positive Confrontation
- E-mail and Business Writing
- Leading a Multigenerational Workforce
- Developing Resilience
- How to Become a Better Communicator
- Keeping a Cool Head at Work
- Basic Presentation Skills