

REMINDER:

The **Combo DEP Required Annual Refresher Course** is **REQUIRED ANNUALLY** for all employees. For more information, go to http://www.dep.state.fl.us/admin/training/online/coastal_ami.htm.

May 2012



**Big Shoals State Park
White Springs, FL**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF PERSONNEL SERVICES
CLASSROOM TRAINING CALENDAR**

To register for a class, click on the class title and follow the instructions.

Personal Enrichment Training	Supervisory Skills Training	Professional Skills Enhancement	Computer Development Skills	Health and Wellness	Safety
<p><u>Crime Prevention and Personal Protection</u>- Crime is on the increase in most large U.S. cities. It is also becoming more prevalent in small communities. Thinking that it can only happen to someone else and doing nothing to prepare yourself or take precautionary measures may make you the perfect victim. Join Crime Prevention Officer Anitra Highland from the Tallahassee Police Department as she shares safety tips on crime prevention.</p>			<p>Instructor – Anitra Highland Crime Prevention Officer, TPD Fee- None</p>		<p>05/01 9:00 am – 10:30 am Carr Building Room 170 05/21 9:00 am – 10:30 am Bob Martinez Center Room 609</p>
<p><u>MS Excel 2007 Level One</u>- This full-day course, taught by Certified Microsoft Application Specialist Zachary Scott, will cover the basics of Excel 2007.</p>			<p>Instructor – Zachary Scott, Certified Microsoft Application Specialist Fee – None</p>		<p>05/16 9:00 am – 4:00 pm Bob Martinez Center Room 603</p>

For further information, contact the Bureau of Personnel Services-Training Section at Training@dep.state.fl.us.

<p><u>MS Excel 2007 Level Two</u>- This full-day course, taught by Certified Microsoft Application Specialist Zachary Scott, you will use Microsoft Office Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas. This course is for students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.</p>	<p>Instructor – Zachary Scott, Certified Microsoft Application Specialist Fee – None</p>	<p>05/23 9:00 am – 4:00 pm Carr Building Room 154</p>
<p><u>A Powerful Tool for Caregivers</u>- The Alzheimer’s Project of Tallahassee will be presenting this extended Lunch-N-Learn as a twofold program, dedicating time to discuss the basics of Alzheimer’s disease as well as educating participants about services that are available in the area.</p> <p>Lunch-n-Learn-Feel free to bring you own lunch.</p>	<p>Instructor - James Smith, The Alzheimer’s Project of Tallahassee Fee- None</p>	<p>05/22 12:00 pm – 1:30 pm Carr Building Room 153</p>
<p><u>HAZWOPER 8 Hour Refresher and Awareness</u>- This class will be an official refresher for those that have already had the OSHA 40 hour class. Open to Waste and WRM employees.</p>	<p>Instructor: Chris Teaf Toxicologist - FSU Fee- None</p>	<p>05/23 8:00 am – 4:30 pm Bob Martinez Center Room 609</p>
<p><u>First Aid</u> - This class teaches basic first aid to participants.</p>	<p>Instructor – Kim Bundage, Safety Office Fee – None</p>	<p>05/23 9:00 am – 2:00 pm Carr Building Room 170 Room 153</p>

CPR/AED – Learn to recognize and respond appropriately to cardiac and breathing emergencies. The course teaches the skills that participants need to know to give immediate care until medical assistance arrives.

**Instructor – Kim Bundage,
Safety Office
Fee – None**

05/24
9:00 am – 2:00 pm
Carr Building
Room 170

June 2012



**Deer Lake State Park
Santa Rosa Beach, FL**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Personal Enrichment Training	Supervisory Skills Training	Professional Skills Enhancement	Computer Development Skills	Health and Wellness	Safety
<p><u>HAZWOPER 8 Hour Refresher and Awareness</u>- This class will be an official refresher for those that have already had the OSHA 40 hour class. Open to FDEP employees and local counties.</p>			<p>Instructors: Janine Kraemer and Jeff Waters</p> <p>DEP</p> <p>Fee- None</p>		<p>06/06 8:30 am – 4:30 pm Central District Office Conference Room A</p>
<p><u>Using the FRS to Plan Your Retirement</u> – This retirement planning workshop provides an overview of the FRS and helps you understand the nuts and bolts of planning for your retirement.</p> <p>Course objectives:</p>			<p>Instructor: Dan Grable of Ernst and Young</p> <p>Fee: None</p>		<p>06/13 1:30 pm – 3:00 pm Carr Building Room 170</p>

<ul style="list-style-type: none"> • Demonstrate how everyday living expenses and inflation dramatically reduce your fixed retirement income. • See the role the FRS Retirement Plans play in meeting your financial goals. • Discuss the income gap that must be made up through saving and investing. • Understand the resources available to you to aid in making financial decisions. 		<p>06/15 9:00 am – 10:30 am Bob Martinez Center Room 609</p>
<p><u>Nearing Retirement in the FRS</u> -This workshop focuses on discussing practical issues important for those within five to ten years of retirement.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> • Setting retirement goals. • Understand retirement expenses and budgeting. • Discuss fixed income streams (Pension Plan, Social Security, etc.) • Discuss flexible income from assets (Investment Plan, DROP, 403(b), 457, IRAs, etc.) • Provide tips on converting assets to income streams. • Understand retirement distribution tax issues. • Provide free planning resources 	<p>Instructor: Dan Grable of Ernst and Young</p> <p>Fee: None</p>	<p>06/22 1:30 pm – 3:00 pm Carr Building Room 170</p> <p>06/22 9:00 am – 10:30 am Bob Martinez Center Room 609</p>

July 2012



**Dade Battlefield Historic State Park
Bushnell, FL**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF PERSONNEL SERVICES
CLASSROOM TRAINING CALENDAR**

**To register for a class, click on the class title and follow
the instructions.**

Personal Enrichment
Training

Supervisory Skills
Training

Professional Skills
Enhancement

Computer Development
Skills

Health and Wellness

Safety

August 2012



**Alfred B. Maclay Gardens State Park
Tallahassee, FL**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

**BUREAU OF PERSONNEL SERVICES
CLASSROOM TRAINING CALENDAR**

To register for a class, click on the class title and follow the instructions.

Personal Enrichment Training	Supervisory Skills Training	Professional Skills Enhancement	Computer Development Skills	Health and Wellness	Safety
<p><u>Using the FRS to Plan Your Retirement</u> – This retirement planning workshop provides an overview of the FRS and helps you understand the nuts and bolts of planning for your retirement.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> • Demonstrate how everyday living expenses and inflation dramatically reduce your fixed retirement income. • See the role the FRS Retirement Plans play in meeting your financial goals. • Discuss the income gap that must be made up through saving and investing. • Understand the resources available to you to aid in making financial decisions. 			<p>Instructor: Dan Grable of Ernst and Young</p> <p>Fee: None</p>		<p>08/08 1:30 pm – 3:00 pm SWD Office Main Conference Room</p>

HAZWOPER 8 Hour Refresher and Awareness- This class will be an official refresher for those that have already had the OSHA 40 hour class. Open to Waste and WRM employees.

Instructor: Teresa Zilko-Miller

DEP

Fee- None

08/16
8:30 am – 5:00 pm
South District Office
Room 165

September 2012



**Highlands Hammock State Park
Sebring, FL**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF PERSONNEL SERVICES CLASSROOM TRAINING CALENDAR

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Personal Enrichment Training	Supervisory Skills Training	Professional Skills Enhancement	Computer Development Skills	Health and Wellness	Safety
<p><u>Using the FRS to Plan Your Retirement</u> – This retirement planning workshop provides an overview of the FRS and helps you understand the nuts and bolts of planning for your retirement.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> • Demonstrate how everyday living expenses and inflation dramatically reduce your fixed retirement income. • See the role the FRS Retirement Plans play in meeting your financial goals. 			<p>Instructor: Dan Grable of Ernst and Young</p> <p>Fee: None</p>		<p>09/17 1:30 pm – 3:00 pm NED Office Conference Room A</p> <p>09/19 1:30 pm – 3:00 pm Central District Office Conference Room A/B</p>

<ul style="list-style-type: none"> • Discuss the income gap that must be made up through saving and investing. • Understand the resources available to you to aid in making financial decisions. 		
<p><u>Nearing Retirement in the FRS</u> -This workshop focuses on discussing practical issues important for those within five to ten years of retirement.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> • Setting retirement goals. • Understand retirement expenses and budgeting. • Discuss fixed income streams (Pension Plan, Social Security, etc.) • Discuss flexible income from assets (Investment Plan, DROP, 403(b), 457, IRAs, etc.) • Provide tips on converting assets to income streams. • Understand retirement distribution tax issues. • Provide free planning resources 	<p>Instructor: Dan Grable of Ernst and Young</p> <p>Fee: None</p>	<p>09/18 9:00 am – 10:30 am NED Office Conference Room A</p> <p>09/20 9:00 am – 10:30 am Central District Office Conference Room A/B</p>