

EMPLOYEE TRAINING

And Succession Planning

City of Auburn statistic:

21% of employees are eligible to retire now or in the next 5 years. Many of those are in upper management.

Traditional Training



Annual Classes

- Crew Leader Certification
 - Supervisor Certification
 - Customer Service Certification
 - Ethics
 - Performance Appraisal Training
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Crew Leader Graduation



Customer Service Certification

Foundational Classes

- Business Writing
 - Diversity and Pluralism
 - Harassment
 - Business Etiquette
 - Internal Promotion
 - Interview/Hiring Training
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Leadership Development

Leadership Development

- Conflict Management
 - Strengthening Communication
 - Time Management
 - Theories of Motivation
 - Listening
 - Myers Briggs Type Indicator
 - DISC Assessment
 - Building Effective Teams
 - Coaching and Improving Employee Performance
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Developmental Tools



Career Ladder

The Career Ladder Program encourages employees to develop knowledge, skills, and certifications which enhance their value to the organization.

The program includes:

- Academic Degrees
 - Professional Certifications
 - Skills and Years of Service
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Education

The Educational Assistance Program

Encourages and assists employees in maintaining or improving their skills and knowledge through tuition reimbursement.



- Covers full cost of tuition up to 9 hours per semester.
- Employees qualify after 6 months of employment.

Student Programs

Student Program members are given exact training and professional supervision. They carry away knowledge about how local government works and experience in demanding yet rewarding work.

Benefits


- Tuition reimbursement.
- Paid for hours worked and eligible for pay increase.
- Uniforms and equipment provided.
- Dorm space if available.
- Valuable work experience.

Student Programs Offered:



- Student Firefighter
- Student Communications Officer
- Student Public Safety Officer

Innovative Programs



The Leadership and Innovation Team

The Leadership and Innovation Team will be ambassadors for the Alliance for Innovation who develop innovative solutions to organizational issues and concerns.

- 12-15 members
- Includes employees below the Department Director level who demonstrate strong leadership, innovation and career advancement potential.



City of Auburn Academy

The purpose of the Academy is to increase organizational awareness and build communication and teamwork skills.



Hands on Learning



Classroom Training

- Negotiations
 - Be a Better Decision Maker
 - Five Dysfunctions of a Team
 - Listening
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LEAD

Learning Educating And Developing



LEAD focuses on leadership at all levels and personal development so employees can better lead and create change mechanisms to accomplish the work of leadership.



The City of Auburn's goal is to send all employees to LEAD training to foster an understanding everyone is responsible for the work of leadership regardless of title or position.



City of Auburn

We strive to provide a variety of development opportunities for all employees in order to ensure our organization's future success.
