Training & Development

The Learning Center | Human Resources

Columbus Consolidated Government

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Invest in Yourself: Welcome to Your Learning & Development Catalog

At Columbus Consolidated Government, our greatest asset is our people. We are committed to fostering a culture of continuous learning and growth, where every employee has the opportunity to develop their skills, advance their career, and contribute to our shared success.

This catalog is your gateway to that journey. Inside, you will find a curated portfolio of learning opportunities designed to empower you at every stage of your career. Whether you are looking to sharpen your core competencies, master new skills, or develop essential leadership skills, these resources are here to support your professional and personal growth.

How to Use This Catalog:

Explore: Browse the sections to discover a wide range of offerings, from live workshops and virtual webinars to self-paced online courses.

Plan: Review the course descriptions and schedules to find the opportunities that align with your goals.

Engage: Discuss your development plan with your manager and register for the sessions that will help you thrive.

We encourage you to take ownership of your development. Your curiosity and initiative are the driving forces behind your success.

Welcome to a world of possibility. Let's grow together.

Events by Category

Overview

This catalog organizes our training offerings by category, providing a clear path to develop specific skills in areas such as Leadership, Technology, Compliance, and Professional Development. Browse the sections below to find the programs that best align with your career goals and learning objectives.

Mandatory

These are the mandatory training events designed to ensure employees know best practices in order to meet required policy and regulatory standards.

Prevention of Harassment Training
- Prevention of Harassment for Employees (HU54)
- Prevention of Harassment for Supervisors (HU94)
- In-Service Prevention of Harassment

Performance Evaluation Trianing
- Advantage 4: Performance Evaluation
- In-Service Adv4: Performance Evaluation

Computer Proficiency

Learn to master the essential features of Microsoft applications to boost your productivity and streamline your daily workflow.

- Microsoft Excel I: Shortcuts & Formatting
- Microsoft Excel II: Tables
- Microsoft Excel III: Data Presentation, Charts & Graphs
- Microsoft Excel IV: Data & Pivot Tables
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Word

Human Resources
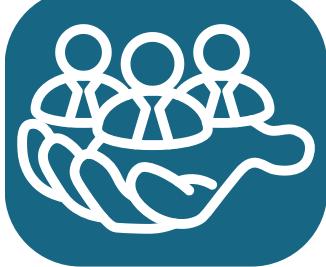
Develop the strategic and interpersonal skills essential for managing the employee lifecycle, from recruitment and onboarding, to foster a positive and productive workplace culture.

- Human Resources Management (HRM)
- NeoGov Hiring Manager
- NeoGov LMS Administrator

Advantage 4.0 Performance Evaluation

AD/4
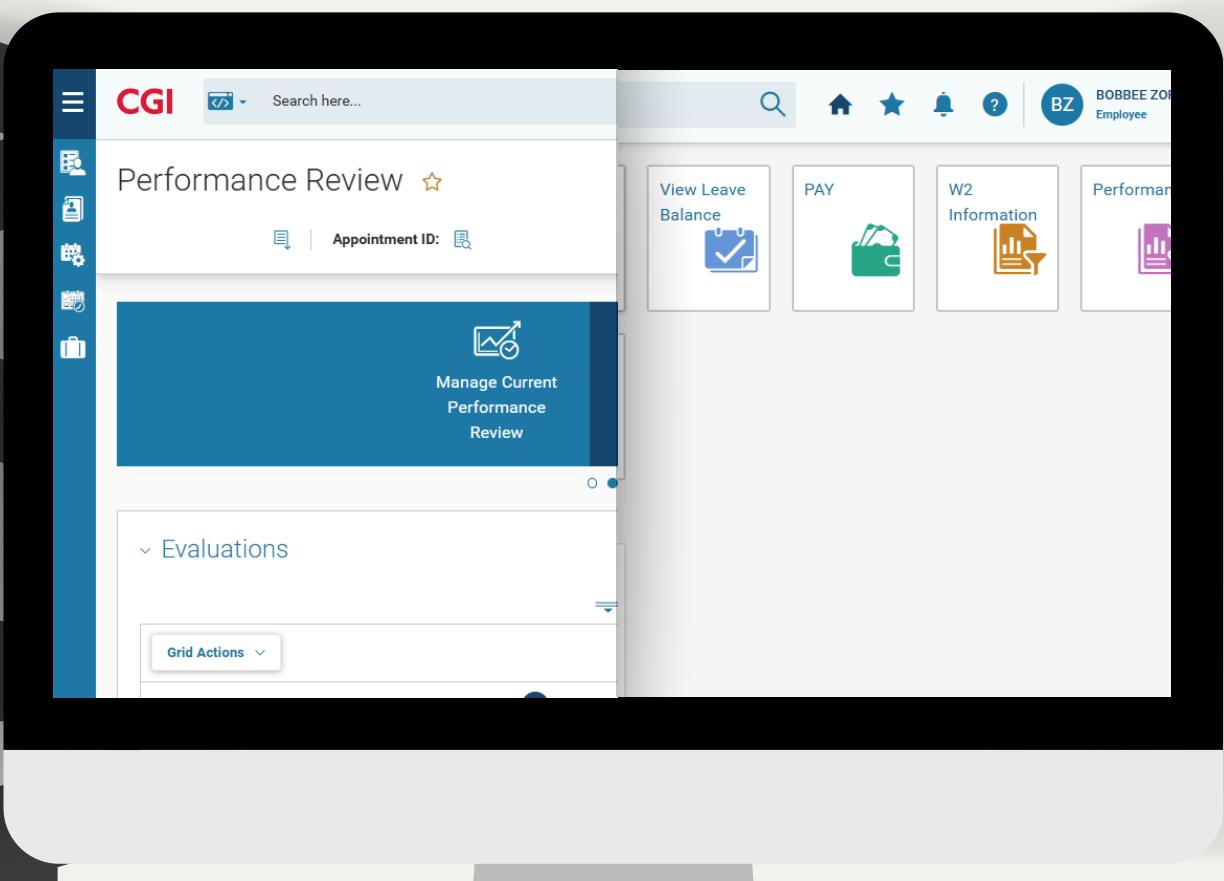
Please log in to the Advantage 4 system to complete your annual performance evaluation. This process is essential for professional development and alignment on goals.

Leadership & Development

Cultivate the strategic vision, emotional intelligence, and influential skills required to inspire teams, drive innovation, and lead organizational success.

- Leading Yourself First and Empowering People
- Leadership Communications
- One-on-One and Coaching

## Leadership Development Program

Develop the essential competencies to lead with influence and agility, empowering you to strategically guide teams, inspire high performance, and drive meaningful organizational impact.

Step into your potential: Join the program to uncover and hone your unique leadership style, and gain the tools to confidently advance your career.

- Leading Yourself First and Empowering People
- Leadership Communications
- One-on-One and Coaching
- EEO 101 for Supervisors and Managers
- Hiring the Right Employees (Hiring, Discipline, Termination)
- Myers Briggs Type Indicator (MBTI)
- From Buddy to Boss
- Building Your Foundation: Ethics & Values
- Working Across Multiple Generations in a Common Workplace
- Build-a-Career Network
- Strategic Thinking / Strategic Leadership
- Utilizing Inclusion to Become a High Performing Team

These sessions are typically closed to open enrollment as seats are extremely limited. They are reserved exclusively for participants in the formal leadership development program, forming a core part of the curated curriculum for each cohort.

2026
Leadership Devlopment Program

We are excited to announce that The Learning Center is now accepting applications for the 2026 Leadership Development Program! This program is designed to cultivate the skills and abilities of our supervisors, managers, and employees aspiring to leadership roles in the future.

Why Apply

The Leadership Development Program offers a unique opportunity to enhance your leadership skills, develop strategic thinking, and prepare for greater responsibilities within our organization.

Eligibility Criteria

To apply, candidates must meet the following requirements:

- Receive a recommendation and approval from their Department Director.
- Be a full–time employee of the Columbus Consolidated Government for at least one year.
- Demonstrate the potential for exceptional performance in current and future roles.

How To Apply

Interested candidates should:

- Discuss their interest with their Department Director.
- Complete the application form and submit documents to Sharon Jegede

additional info...

In-Person classes will be held once a month from January – December on the 3rd Thursday of the month. All classes are to promptly start at 9:00 am to 12:00 pm at the Azalea Training Room located at City Hall, HR Bldg., 2nd Floor (1111 1st Avenue, Columbus, GA 31901).

Please note: class dates and times may be subject to change due to scheduling conflicts that are unforeseen.

Leading Yourself First and Empowering People

Leadership Communication

One-on-One and Coaching

EEO 101 Supervisors & Managers

Hiring the Right Employee
(Hiring, Discipline, and Termination)

Training Topics

Myers Briggs Type Indicator (MBTI)

From Buddy to Boss

Building Your Foundation: Ethics & Values

Working Across Multiple Generations in a Common Workplace

Build-a-Career Network

Strategic Thinking / Strategic Leadership

Utilizing Inclusion to Become a High-Performing Team

Equal Employment Opportunity

Ensure a fair and inclusive workplace by understanding and applying Equal Employment Opportunity laws, preventing discrimination and harassment, and promoting a culture of respect and equal access for all.

- Workplace Accommodations Rights: Disability, Pregnancy, and Religion
- EEO Compliance and Awareness
- Georgia Equal Employment Opportunity Commission: Workplace Discrimination & Investigations

Lunch & Learns
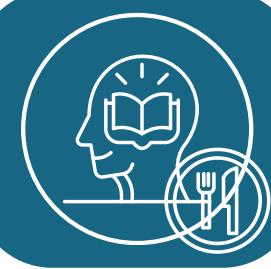
Equip yourself with practical strategies to manage stress, improve mental resilience, and achieve financial well-being through engaging, bite-sized sessions designed to enrich your personal and professional life.

- Pastoral Institute: Wellness for Mind, Body, and Soul
- Pastoral Institute: Conflict Management & Resolution
- Pastoral Institute: Practical Self-Care Strategies for Stress Relief
- Pastoral Institute: Thriving Under Pressure: Workplace Strategies for Managing Anxiety
- CareATC: Rooted in Nutrition
- CareATC: From Control to Connection
- CareATC: Nutrition 101
- CareATC: Carbohydrates Uncovered
- Corebridge: TBA
- Corebridge: TBA
- Corebridge: Retirement Employee Transition

WORKPLACE TRAINING + RESPECT DIGNITY = PREVENTION

THEY ALL ADD UP.

Columbus GEORGIA
We do amazing.

PREVENTION OF
Sexual Harassment

RESPECT
EVERYONE DESERVES IT

SEXUAL HARASSMENT IS....

UNFAIR   UNLAWFUL

UNWANTED   UNACCEPTABLE

Under the Policy,
All employees, supervisors, and managers must complete prevention of sexual harassment training upon hire and complete every two-years.

Columbus Consolidated Government does not tolerate sexual harassment or retaliation in any form.

Appropriate training, along with the creation of respectful workplaces and safe environments, are critical to prevention.

Contact Human Resources Department for more information on policy and procedure.

SELF-ENROLL ON NEOGOV, IF YOU HAVE NOT COMPLETED.

CPD, MCP, & AQUATICS PERSONNEL
PLEASE REFER TO YOUR DEPARTMENT TRAINING COORDINATOR TO COMPLETE TRAINING.

COLUMBUS
GEORGIA
We do amazing.

MONTHLY
CALENDAR

2026

This calendar offers an annual preview of available training by month. All details, including trainers, dates, times, and locations, are subject to change and will be confirmed prior to each session. For definitive information, please consult the NeoGov learning management system (LMS) Learn.

JANUARY

MONTHLY CONTENT CALENDAR

MON	TUE	WED	THU	FRI
			01	02
05	06	07 CareATC: Delicious on a Dime 12:00PM - 1: 00PM	08	09
12 NeoGov Hiring Manager 1:30PM - 3:00PM	13	14	15	16
19	20 Pastoral Institute: Wellness for Mind, Body, and Soul 2:00PM - 1:00PM	21	22 (LDP) CTC: Leading Yourself First and Empowering People 9:00AM - 12:00PM	23
26	27	28	29	30 NeoGov LMS Administrator 2:00PM - 3:30PM

🟠 *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION   Azalea Room   Computer Lab   MS Teams

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FEBRAURY

MONTHLY CONTENT CALENDAR

MON	TUE	WED	THU	FRI
02 NeoGov Hiring Manager 1:30PM - 3:00PM	03	04 CareATC: Rooted in Nutrition 12:00PM - 1:00PM	05	06
09 In-Service: Advantage 4: Performance Evaluation 9:00AM - 10:00AM	10	11	12	13
16	17	18	19 (LDP) CTC: Leadership Communication 9:00AM - 12:00PM	20
23	24 EEOC: Workplace Accommodations 9:00AM - 11:00AM	25	26	27 NeoGov LMS Administrator 2:00PM - 3:30PM

⬤ *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION | Azalea Room | | Computer Lab | | MS Teams |

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MARCH

MON	TUE	WED	THU	FRI
02	03	04 CareATC: Eat to Beat Inflammation 12:00PM - 1:00PM	05	06
09 NeoGov Hiring Manager 1:30PM - 3:00PM	10 Microsoft Excel I: Shortcuts & Formatting 9:00AM - 10:00AM	11 Corebridge: Retirement Employee Transition 12:00PM - 1:00PM	12	13 In-Service: Harassment Prevention 9:00AM - 10:00AM
16	17	18	19 (LDP) CTC: One-on-Ones and Coaching 9:00AM - 12:00PM	20
23	24	25	26	27
30	31 NeoGov LMS Administrator 2:00PM - 3:30PM			

🟠 *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION   Azalea Room   Computer Lab   MS Teams

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APRIL

MON	TUE	WED	THU	FRI
		01 CareATC: Plan & Prep: Power Up Your Plate 12:00PM - 1:00PM	02	03
06	07	08	09	10
13 NeoGov Hiring Manager 1:30PM - 3:00PM	14 Microsoft Excel II: Tables 2:00PM - 3:00PM	15	16 (LDP) EEOC: EEO 101 for Supervisors and Managers 9:00AM - 12:00PM	17
20	21 Pastoral Institute: Conflict Management & Resolution 12:00PM - 1:00PM	22	23	24
27	28	29	30 NeoGov LMS Administrator 2:00PM - 3:30PM	

Lunch and Learn: Lunch is provided to employees participating in-person.

LOCATION   Azalea Room   Computer Lab   MS Teams

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MAY

MON	TUE	WED	THU	FRI
				01
04	05	06 CareATC: From Control to Connection: Discover the Power of Intuitive Eating 12:00PM - 1:00PM	07	08
In-Service: Advantage 4: Performance Evaluation 10:00AM - 11:00Am 11 NeoGov Hiring Manager 1:30PM - 3:00PM	12 Microsoft Excel III: Data Presentation, Charts & Data 9:00AM - 10:00AM	13	14	15
18	19	20	(LDP) MLW: Hiring the Right Employee 9:00AM - 12:00PM 21	22
25	26	27	28	29 NeoGov LMS Administrator 2:00PM - 3:30PM

● *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION | Azalea Room | Computer Lab | MS Teams |

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JUNE

MON	TUE	WED	THU	FRI
01	02	03 CareATC: Behind the Label 12:00PM - 1:00PM	04	05
08 NeoGov Hiring Manager 1:30PM - 3:00PM	09 Microsoft Excel IV: Data & Pivot Tables 2:00PM - 3:00PM	10	11	12 In-Service: Harassment Prevention 10:00AM - 11:00AM
15	16	17	18 (LDP) CSU: Myers Briggs Type Indicator 9:00AM - 12:00PM	19
22	23	24 EEOC: EEO Compliance and Awareness 2:00PM - 4:00PM	25	26
29	30 NeoGov LMS Administrator 2:00PM - 3:30PM			

Lunch and Learn: Lunch is provided to employees participating in-person.

LOCATION

Azalea Room	Computer Lab	MS Teams

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JULY

MON	TUE	WED	THU	FRI
		01 CareATC: Safe & Savory Plates 12:00PM - 1:00PM	02	03
06	07	08 🟠 Corebridge: TBA 12:00PM - 1:00PM	09	10
13 NeoGov Hiring Manager 1:30PM - 3:00PM	14 Microsoft Outlook 9:00AM - 10:00AM	15	16 (LDP) CSU: From Buddy to Boss 9:00AM - 12:00PM	17
20	21 🟠 Pastoral Institute: Practical Self-Care Strategies for Stress Relief 12:00PM - 1:00PM	22	23	24
27	28	29	30	31 NeoGov LMS Administrator 2:00PM - 3:30PM

🟠 *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION   Azalea Room   Computer Lab   MS Teams

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AUGUST

MON	TUE	WED	THU	FRI
03	04	05 🟠 CareATC: Nutrition 101 12:00PM - 1:00PM	06	07
10 In-Service: Advantage 4: Performance Evaluation 1:00PM - 2:00PM NeoGov Hiring Manager 1:30PM - 3:00PM	11 Microsoft PowerPoint 9:00AM - 10:00AM	12	13	14
17	18	19	20 (LDP) CSU: Building Your Foundation: Ethics & Values 9:00AM - 12:00PM	21
24 GCEO: Workplace Discrimination & Investigations 8:00AM - 5:00PM	25	26	27	28
31 NeoGov LMS Administrator 2:00PM - 3:30PM				

🟠 *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION   Azalea Room   Computer Lab   MS Teams

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SEPTEMBER

MONTHLY CONTENT CALENDAR

MON	TUE	WED	THU	FRI
	01	02 CareATC: Serving Sense: Understanding Portion Sizes 12:00PM - 1:00PM	03	04
07	08 Microsoft Teams 2:00PM - 3:00PM	09 Corebridge: Retirement Employee Transition 12:00PM - 1:00PM	10	11 In-Service: Harassment Prevention 1:00PM - 2:00PM
14 NeoGov Hiring Manager 1:30PM - 3:00PM	15	16	17 (LDP) CSU: Working Across Multiple Generations in a Common Workplace 9:00AM - 12:00PM	18
21	22	23	24	25
28	29	30 NeoGov LMS Administrator 2:00PM - 3:30PM		

Lunch and Learn: Lunch is provided to employees participating in-person.

LOCATION   Azalea Room   Computer Lab   MS Teams

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OCTOBER

MON	TUE	WED	THU	FRI
			01	02
05	06	07 CareATC: Empowering Her & Embracing Change 12:00PM - 1:00PM	08	09
12 NeoGov Hiring Manager 1:30PM - 3:00PM	13 Microsoft Word 9:00AM - 10:00AM	14	15 (LDP) CSU: Build-a-Career Network 9:00AM - 12:00PM	16
19	20 Pastoral Institute: Thriving Under Pressure: Workplace Strategies for Managing Anxiety 12:00PM - 1:00PM	21	22	23
26	27	28	29 NeoGov LMS Administrator 2:00PM - 3:30PM	30

Lunch and Learn: Lunch is provided to employees participating in-person.

LOCATION Azalea Room   Computer Lab   MS Teams

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NOVEMBER

MON	TUE	WED	THU	FRI
02	03	04 CareATC: Carbohydrates Uncovered 12:00PM - 1:00PM	05	06
In-Service: Advantage 4: Performance Evaluation 2:00PM - 3:00PM NeoGov Hiring Manager 1:30PM - 3:00PM — 09	10	11	12	13
16	17	18	19 (LDP) CSU: Strategic Thinking / Strategic Leadership 9:00AM - 12:00PM	20
23	24	25	26	27
30 NeoGov LMS Administrator 2:00PM - 3:30PM				

⬤ *Lunch and Learn: Lunch is provided to employees participating in-person.*

LOCATION   Azalea Room   Computer Lab   MS Teams

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DECEMBER

MON	TUE	WED	THU	FRI
	01	02 CareATC: Food Facts vs. Fiction 12:00PM - 1:00PM	03	04
07	08	09 Corebridge: TBA 12:00PM - 1:00PM	10	11 In-Service: Harassment Prevention 2:00PM - 3:00PM
14 NeoGov Hiring Manager 1:30PM - 3:00PM	15	16	17 (LDP) CSU: Utilizing Inclusion to Become a High Performing Team 9:00AM - 12:00PM	18
21	22	23	24	25
28 NeoGov LMS Administrator 2:00PM - 3:30PM	29	30	31	

Lunch and Learn: Lunch is provided to employees participating in-person.

LOCATION

Azalea Room   **Computer Lab**   **MS Teams**

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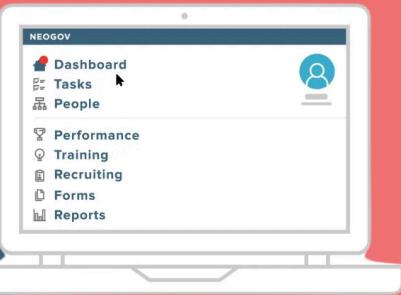
NEOGOV,
WHEREVER
YOU ARE

Scan to download the
NEOGOV App

THANK YOU

Thank you to all Columbus Consolidated Government employees for your commitment to professional growth. Your dedication to advancing your skills through our training programs strengthens our entire organization and enhances the exceptional service we provide to our community..

Need Assistance?
If you require any additional support or have questions about your training:

Contact the Learning Center:
- Phone: (706) 225-3642
- Office Hours: Monday-Friday, 8:00 AM - 5:00 PM
- Location: City Hall, Bradley Building, 2nd Floor

Stay Connected
Follow us for updates on new training opportunities:
- Monthly Training Newsletter
- Departmental Training Announcements
- Professional Development Workshops

Your dedication to continuous learning helps build a stronger, more capable Columbus Consolidated Government workforce.

The Learning & Development Team
Columbus Consolidated Government