HUMAN RESOURCES DEPARTMENT TRAINING DEVELOPMENT UNIT CURRICULUM

FLORIDA BOARD OF PROFESSIONAL ENGINEERS (FBOPE) CERTIFICATION

PROFESSIONAL DEVELOPMENT HOURS (PDHs) CHART

Effective through 5/31/17

CLASS	CLASS CODE	CLASS TYPE	PDH HOURS
Conflict Management Relations	CMR	PDC	2.25
Creative Problem Solving Strategies	PROB	PDC	2.25
Cultural Diversity	CUD	Expanded	6.5
Dealing With Difficult People	DWDP	Expanded	3.25
Developing Performance Measures	DPM	PDC	2.25
Documenting For Results	DOC	PDC	2.25
Employee Recognition	RECG	PDC	2.25
Engaging Employees In Changing Times	EECT	PDC	2.25
Fair Employment Practices	FEP	Expanded	6.5
Grammar Clinic	GRMN	Basic	2.25
Highly Effective Teams	HET	PDC	2.25
Leadership	LEAD	PDC	5.5
Lean Six Sigma Yellow Belt	LSYB	PDC	6.5
Making Meetings Work	MMW	PDC	2.25
Management/Professional Performance Appraisal	MPPA	PDC	2.25
Managing Across	MAS	PDC	2.25
Managing Multi-Generational Employees	MGE	PDC	3.25
Managing Up	MUP	PDC	2.25
Marketing Your Department	MKT	PDC	5.5
Mediating Workplace Disputes	MWD	Expanded	3.25
Mind Mapping	MMPN	Basic	2.25
New Employee Orientation	NEO	NEO	6.5
Orientation to Personnel Procedures	OPP	Expanded	3.25
Proactive Performance Appraisal	PPA	Expanded	6.5
Progressive Discipline	DIS	Expanded	6.5
Structured Interview and Selection Techniques	STI	Expanded	6.5
Supervisory Safety	SUS I & II	Expanded	6.5
The Secret Behind Motivation & Delegation	MODE	PDC	2.25
Violence in the Workplace	VIW	Expanded	6.5
Communications Certificate Program	Grammar Essentials/Writing For Government	Basic	6.5
	Writing For Results/The Art of Public Speaking	Basic	6.5 Total of 13 PDH
Supervisory Leadership Development Program	Teamwork and Group Leadership/Decisiveness	SLDP	6.5
	Problem Solving and Technical Credibility/Developing Others	SLDP	6.5 Total of 13 PDH