TPO Progression

LISTING OF TRAINING SKILLS CORE GROUPS
With recommended class choices

Administrative
Change Management
Empowerment
Goal Setting & Achievement
Motivation
Peak Performance
Taking Charge of Your Life
or Public Works class

Communications
Customer Service
Giving Clear Information
How You Effect Others
Identifying & Solving Problems
Interpersonal Skills
Team Building
Time Management & Prioritizing
Total Quality Communication
Negotiating to Yes
or Public Works class

Human Relations
Bounce Back with a Winning Attitude
Conflict Resolution
Diversity in the Workplace
Four Generations at Work
Listening & Dialog
Managing Conflict Effectively
Time Management & Prioritizing
Stress Busters
Positive Power of Conflict
or Public Works class

Supervisory and Lead
Appraising People & Performance-Lead or Supv
Coaching for Development-Lead or Supv
High Performance Meetings-Supv
Leadership Basics-Lead
Peak Performance-Lead or Supv
Supervisory Skills-Supv
or Public Works class approved by Supervisor

TPO Modules for Progression to:

TPO I  Attend two (2) classes from the Admin/Comm/HR Skills Core Groups

TPO II  Attend one (1) class from Admin/Comm/HR Skills Core Groups and one (1) class from the Supervisory and Lead Skills Core Group

TPO III  Attend two (2) classes from Admin/Comm/HR Skills Core Groups and two (2) classes from the Supervisory and Lead Skills Core Group

TPO IV  Attend four (4) classes from Supervisory and Lead Skills Core Group

Hazwoper Training Module (Water only)
CDL “A” with “N” Endorsement (Wastewater only)

CLASSES CAN BE USED ONE TIME ONLY

2/4/09