



WHERE SHOULD I START?



1



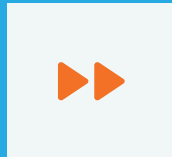
The Message In A Bottle Program is for any active regular Orange County employee.

OR

The Compass Series is for newly hired/promoted supervisors with less than three years of experience as a supervisor with Orange County and employees who have previously completed Path to Success Series.

Initial course:
None
Required courses:
13, No electives

2



Initial course:
Leadership 101
Required courses:
8 and 2 electives



The Path to Success Series is for any active regular Orange County employee.

Initial course:
Launch Into Professional Success.
Required courses:
8 and 2 electives

3

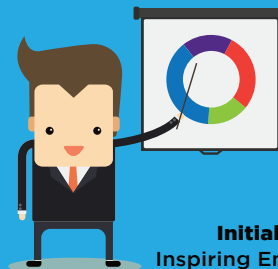
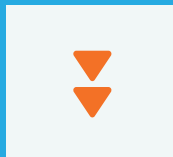


The Navigator Series is for supervisors and above with three or more years of experience as a supervisor with Orange County. Also, for employees who have previously completed the Compass Series.



You will receive an email confirmation after your registration form is processed.

My email confirmation says I'm on the waitlist. What does that mean? It means the class is full for this quarter and your name has been put in a virtual line to wait for the next opening. Each quarter, the people on the waitlist are placed in the class first.



Initial course:
Inspiring Employee Engagement
Required courses:
8 and 3 electives

END

4

ENROLLMENT MUST BE CONFIRMED IN AN EMAIL CONFIRMATION PRIOR TO CLASS ATTENDANCE.

Please complete this form in its entirety for any course(s) you wish to register.
 Organizational Development & Training, Internal Operations Centre 1 (IOC-1)
 Phone: (407) 836-2924 Email: OD.Training@ocfl.net
 Reminder: Make a copy of this form and retain for your records.



Registration forms are due no later than two(2) weeks before the class start date.

Employee ID# (Required)

Name: _____

Job Title: _____

Dept: _____ Phone: _____

Email: _____

Alternate Email: _____ Supervisor's Name: _____

Please mark YES or NO to the following questions:

(Not applicable if registering for Risk Management or Emergency Management Responder Courses)

- | | | |
|---|-----|----|
| 1. Do you wish to enroll in a Passport Learning Series/Program?
If YES, which series/program? _____ | YES | NO |
| 2. Are you currently in a supervisory role?
If YES, how long have you been in a supervisory role at Orange County? _____ | YES | NO |
| 3. Have you graduated from another Passport Learning Series?
If YES, which series? _____ | YES | NO |

You may register for multiple courses on a single form; If additional space is needed to enroll in other courses, please use another registration form.

Course Title	Course Code/Session	Date	Time

EMPLOYEE:
 Click the "E-mail to Your Supervisor" button which will launch Outlook with this form in it. Then select your supervisor's name from the Outlook Distribution List and send.

SUPERVISOR:
 After receipt from employee - Click the "E-mail to OD Training" button for submission. This indicates supervisor approval.

E-mail to Your Supervisor

E-mail to OD Training

If registering online outside the County Network, please print and scan your registration form to OD.Training@ocfl.net with your supervisor's signature.