



JANUARY	FEBRUARY	MARCH	APRIL
<p style="text-align: center;">+National Mentoring Month</p> <p>Law Enforcement Appreciation Day – 1/9/25 IAP Training – /71</p> <ul style="list-style-type: none"> ▪ iCompass Basic Training, ▪ Holiday Schedule for new calendar year ▪ IAP Software Training, Jan. 7, 1-5pm ▪ Accident Review Board Jan 8th 2pm ▪ OEM STEAR Training with Code Enforcement, Jan 16 ▪ NEE, Jan 13 - 17 ▪ Mobile Health Unit – on-site physicals, Jan 9 @ EPW ▪ Safety Committee meeting, Jan 31st from 1pm – 2pm ▪ Parks & Rec Retreat Jan ▪ Fire Fighter Testing Jan 25th ▪ Fire Department Blood Work Jan, 20th ▪ Training: Best Practices for email – Jan 21 ▪ Jan 27 – Firefighter Testing ▪ Lunar New Year Jan 29 ▪ Tenure Thursday- Jan 30 ▪ SGR Leadership Conference (30th-31st) 	<p>-Black History Month & -American Heart Month</p> <p>Wear Red Day 2/7/25</p> <p style="text-align: center;">CC Retreat – 2/1/25 Exec Roundtable – 2/19/25</p> <ul style="list-style-type: none"> ▪ Fire Department Blood Work Feb 3rd & 4th ▪ Firefighter Physical ▪ Accident Review Board- Feb 5th 2pm ▪ NEE, Feb 3 - 7, Feb 24 - 28 ▪ Position Review training – Feb 11 ▪ Wear Red/Heart Health Training Feb 7th ▪ TMRS Presentation/457 Mission Square ▪ Firefighter Physical, ▪ Go Texan Day Feb 28th ▪ HBCU Highlight (all month) ▪ Expectation memo training Feb 22 ▪ Black History Lunch & Learn – Feb 19 ▪ Incident Commander Meeting #1, Feb 19 ▪ SITL Meeting, Feb 27 ▪ Tenure Thursday Feb 27 	<p>-Women’s History Month & National Nutrition Month Employee Appreciation</p> <p>National Employee Appreciation Day 3/7 Municipality Month</p> <ul style="list-style-type: none"> ▪ LEAD March 1-7 (Virginia) ▪ Incident Commander course (March 3-7) ▪ Accident Review Board- Mar 5th 2pm ▪ Women in Leadership luncheon – Mar 6 ▪ Performance Review Preparation ▪ Firefighter Physical, March 11-15th ▪ Firefighter Physical, March 18th ▪ NEE, March 10-14, March 31-April 4 ▪ MLB Opening Day-College/Baseball Shirt Day March 27th ▪ EPW-TML Training March 20th ▪ Mobile Health Unit – on-site physicals ▪ Leadership Orientation II ▪ Tenure Thursday – Mar 27 	<p style="text-align: center;">+Stress Awareness Month</p> <p>Autism Awareness Day -Animal Control Week 13-19 -Senior Appreciation Week -Telecommunications Week 13-19 -Admin/Professions Day 23rd</p> <ul style="list-style-type: none"> ▪ Logistics Section Meeting, Apr 1 ▪ Staff reminder on anti-harassment ▪ Accident Review Board- Apr 2nd 2pm ▪ Performance Management for Employees <ul style="list-style-type: none"> ○ April 11, 30 ▪ Performance Management for Supervisors ▪ LEAD 5-11 (Virginia) ▪ High Water Rescue Exercise, Apr 9 ▪ How to write SMART Goals ▪ NEE, April 21-25 ▪ CRASE ▪ iCompass Advanced Training, Apr 16 ▪ Leadership Orientation 1.0, ▪ Planning Section and Documentation Unit Meeting, Apr 22 ▪ Safety Committee meeting, Apr 23 ▪ First Amendment Auditor 4/15 & 4/17 ▪ Tenure Thursday April 24 ▪ STEAR Exercise, Apr 29 ▪ Expectation memo training
MAY	JUNE	JULY	AUGUST
<p>Physical Fitness, -National Mental Health Awareness, & Asian American & Pacific Islander Heritage Month</p> <p>-World Fitness Day May 3rd International Firefighters Day May 4th Food Truck Feast – 5/8/25</p> <ul style="list-style-type: none"> ▪ -Public Service Month (Police, EMS, Public Works, Fire) ▪ LEAD 3-9th (Virginia) ▪ Guidance for Supervisors on Employee Absence – May 2 	<p>National Safety, Men’s Health & LGBT Pride Month</p> <p style="text-align: center;">Leadership Retreat – 6/11/25</p> <ul style="list-style-type: none"> ▪ Coaching Skills Training ▪ Goal Setting Skills ▪ Motivating & Engaging your Employee ▪ CRASE Training ▪ SAFLEO Leadership & Supervision Class (8 hours): June 4 (PSB) 	<p style="text-align: center;">National Parks</p> <p>National Intern Day 7/31 Exec Roundtable #2– 7/16/25</p> <ul style="list-style-type: none"> ▪ LEADing Edge ▪ Accident Review Board- July 9th 2pm ▪ IAP Advanced Training, June 9 ▪ SAFLEO Train-the-Trainer (16 hours): July 9-10 ▪ NEE, July 14-18 	<p style="text-align: center;">National Immunization Awareness Month National Dog Day City Hall Selfie Day</p> <p>-City Hall Selfie Day 12th Roadshow– 8/20</p> <ul style="list-style-type: none"> ▪ Open enrollment begins ▪ NEE, Aug 4-8 & Aug 25-29 ▪ Accident Review Board- Aug 6 2pm ▪ CRASE 8/13

- Procurement Training
- Disaster Proof Your Business, May 6
- Incident Commander Meeting #2, May 13
- World Fitness Day May 3rd
- Managing for Performance Training
- Trakstar for supervisors
- Inclement Weather policy (LGU)
- NEE, May 12 -16
- Employee Engagement Survey
- HR Meet & Greet
- Summer Employee Experience
- LEAP
- First Amendment Auditor
- Psychological safety in the workplace
- Psychological safety for leaders
- Tenure Thursday, May 29
- Guidance for Supervisors on Employee Absence –
- CoP Astro's Day at Minute Maid –

- Accident Review Board- June 4th 2pm
- Incident Commander Meeting #3, June 11
- Leadership Orientation II
- Outstanding Customer Service – June 13
- Position Specific or O-305 Class, June 16-20
- NEE, June 2-6, June 23-27
- Stop the Bleed – June 19
- CPR & AED Month (Training)
- Juneteenth Celebration June 19th
- Guidance for Supervisors on Employee Absence – June 20
- June 22 – Firefighter Testing
- Leadership Retreat
- Police Testing*
- Tenure Thursday, June 26

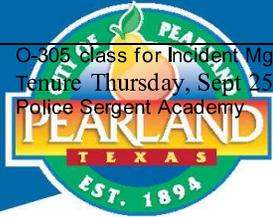
- Stop the Bleed – July 11
- Stop the Bleed – July 18
- iCompass Basic Training, Jul 18
- Leadership Orientation I, July 25th
- Risk Management Essentials for Supervisors training, Jul 29 (9:00-12:00)
- Accident Investigation & Photography training, Jul 29 (1:00 – 3:00)
- Open enrollment planning
- Safety Committee meeting- July
- Hurricane Preparedness training – July 23
- Tenure Thursday, July 31

- Annual Physical & Personal Health Assessment due before Aug 31
- Wellness Fair – Aug 14
- Open enrollment/beneficiary updates
- Stop the Bleed – Aug 14
- STEAR Exercise – Aug 14
- PowerPoint Basics – Aug 15th
- LEAD Aug 17- 23rd
- Holiday Pay Training – Aug 20 & 22
- IAP Software training (Aug. 28, 1-5 pm)
- Tenure Thursday, August 28

FY 2025 CITY WIDE ORGANIZATION & DEVELOPMENT | Calendar of Activities

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SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>Hispanic Heritage/+Emergency Management/Suicide Prevention</p> <p>HR Professionals' Day – Sep 26</p> <ul style="list-style-type: none"> New Year salary projections/budgets National Wellness Week Open enrollment ends Accident Review Board- Sept 3rd 2pm NEE, Sep 8-12 9/11 Remembrance Ceremony, September 11 Annual Employee Training - Sexual Harassment HR/Payroll Blackout weeks, Sept 15-29 	<p>Breast Cancer Awareness/Hispanic Month</p> <p>-Bosses Day 10/16</p> <p>National First Responders Day 10/28</p> <p>Virtual Town Hall – 10/14/25</p> <ul style="list-style-type: none"> Update employee address/name Update employee emergency contact info Admin Excellence Training Record Retention Training 1st Amendment Auditor – 10/2 NEE, Oct 6 – 10 and Oct 27 - 31 Accident Review Board- Oct 8th 2pm 	<p>+Diabetes/Lung Cancer/Stress Awareness</p> <p>Municipal Courts Week 11/7-11</p> <p>Veterans Day 11/11</p> <p>CoP Summit – 11/6</p> <p>Employee of the Year/MVP Event – 11/13</p> <ul style="list-style-type: none"> EAP benefit reminder to staff Stress Management during the Holidays Accident Review Board Nov 6th 2pm NEE, Nov 17-21 Police Testing* 	<p>Universal Human Rights & Safe Toys and Gifts Month</p> <p>Exec Round Table #3– 12/3/25</p> <p>Bus Tour – 12/10 or 12/11/25</p> <ul style="list-style-type: none"> Accident Review Board- Dec 3rd 2pm Leadership Orientation II Outstanding Customer Service – Year-end payroll processing Incentive plan/pay analysis Year-begin HRIS table changes Payroll quarterlies



- O-305 class for Incident Mgmt Team, Sept 23-27
- Tenure Thursday, Sept 25
- Police Sergeant Academy

- Position Review Training
- TPCA Inter-Generational Comm 10/22
- TPCA Inter-Generational Comm 10/24
- Leadership Orientation I
- Annual Supervisor Training-Sexual Harassment
- Leadership Retreat
- 1st Amendment Auditor –
- Tenure Thursday, Oct 30
- iCompass Advanced Training, 10/31

- Leadership Orientation II
- Outstanding Customer Service –
- Tenure Thursday, Nov 20

- Monthly benefits payments/reconciliation
- Monthly performance evaluation activity
- NEE, Dec 8 - 12
- Safety Committee, Dec 17th, 2pm
- Tenure Thursday, Dec 18

- + - Videos by Communication
- - Social posts on City Social