

# Employee Self Service Class Enrollment

Go to Connect@Work: [Connect@Work - Connect@Work \(charlottecountyfl.gov\)](https://connect@work.charlottecountyfl.gov)

Make sure you are signed in. Select Employee Self Service

The screenshot displays the Connect@Work dashboard interface. At the top, there is a navigation bar with a menu icon, the user's name 'Jackie.Stevens@charlottecountyfl.gov', and a profile icon. Below this is a banner with the organization's 'Mission' and 'Vision' statements. The main content area is divided into several sections: 'Hector's Weekly Message' with a message dated 08/30/2021; 'Announcements' listing events like 'Diversity, Equity, and Inclusion Training 2021' and 'Volunteers Needed: Pet-Friendly Emergency Shelters'; 'Recognition' featuring a photo of an employee; 'Wellness@Work' with a list of activities and logos for 'W@W', 'health benefits', and 'MyHEALTH'; 'Featured Video' titled 'Mission Vision Values' showing a man speaking; 'Kudos Corner' with a story dated 8/19/2021; and 'Learning & Development'. At the bottom, a navigation bar contains icons for 'UKG', 'I.T. Service Request', 'Appraisals', 'Employee Self Service' (circled in red), 'Message Board', and 'Knowledge Base'. A 'Weekly Safety' section is partially visible on the right.

Select "Human Resources"

The screenshot shows the homepage of the Charlotte County Board of County Commissioners Human Resources Department On Line Services Center. The header features the county logo on the left and the title in large white text on a blue background. Below the header is a navigation bar with 'Home' and 'Human Resources' links. The main content area has a 'Services Home' section with a 'Human Resources' button highlighted by a red arrow. To the right of this button is a welcome message and a list of services. A contact information box is located at the bottom left of the main content area.

**Charlotte County Board of County Commissioners  
Human Resources Department  
On Line Services Center**

Home Human Resources

Services Home Help Contact

**Human Resources**

**Welcome to Charlotte County Board of County Commissioners Online Services**  
We hope you find these services useful and convenient. Our goal is to provide quick access to the information and services you need.

**Human Resources** online services include employee services and Training class registration.

**Charlotte County Board of County Commissioners Online Services**  
18500 Murdock Circle  
Port Charlotte, FL 33948  
(941) 505-4848  
✉ [helpdesk@co.charlotte.fl.us](mailto:helpdesk@co.charlotte.fl.us)

Click on Training Classes

The screenshot shows the same website after clicking on 'Training Classes'. The navigation bar now highlights 'Human Resources'. The main content area features a 'Training Classes' button highlighted by a red arrow. The welcome message and service list are updated to reflect the selected category. The contact information box remains the same.

**Charlotte County Board of County Commissioners  
Human Resources Department  
On Line Services Center**

Home Human Resources

Human Resources Help Contact

**Training Classes**

**Welcome to Charlotte County Board of County Commissioners Human Resources**  
Human Resources online services include Employee services and Training Class registration.

**Please select a service from the menu on the left to begin.**

**Charlotte County Board of County Commissioners Online Services**  
18500 Murdock Circle  
Port Charlotte, FL 33948  
(941) 505-4848  
✉ [helpdesk@co.charlotte.fl.us](mailto:helpdesk@co.charlotte.fl.us)

If you are already registered, click on Registered Users and enter your log-on information. If you have not registered, click on New Users and create an account. In order to create an account, you will need your Employee ID number. If you do not know your number, please contact Human Resources at 743-1225.



# Charlotte County Board of County Commissioners Human Resources Department On Line Services Center



Home

Human Resources

Training Classes



Logon



Help



Contact

## Charlotte County Board of County Commissioners Online Services

18500 Murdock Circle  
Port Charlotte, FL 33948

(941) 743-1225

[learning@charlottefl.com](mailto:learning@charlottefl.com)

### Welcome to Charlotte County Board of County Commissioners Human Resources Department Training Classes.

We offer a variety of training classes. Use this application to locate and register for classes that interest you.

#### Please Logon or Register...



**Registered Users**

Please Logon Here.



**New Users**

New? Register Here.



**Email Password**

Forgot your Password?

Click on Available Classes



# Charlotte County Board of County Commissioners Human Resources Department On Line Services Center



Home

Human Resources

Training Classes



My Profile



Log Off



Help



Contact

**Find Classes**

## Charlotte County Board of County Commissioners Online Services

18500 Murdock Circle  
Port Charlotte, FL 33948

(941) 743-1225

[learning@charlottefl.com](mailto:learning@charlottefl.com)

### Welcome to Charlotte County Board of County Commissioners Human Resources Department Training Classes.

We offer a variety of training classes. Use this application to locate and register for classes that interest you.

Student: **STEVENS JACQUELINE** (Employee)

**[My Classes](#) | [Available Classes](#)**

Click "Search for Classes" and the list of available opportunities will appear.

The screenshot shows the top navigation bar with the logo on the left and the text "Charlotte County Board of County Commissioners Human Resources Department On Line Services Center". Below this is a secondary navigation bar with "Home" and "Human Resources" links. The main content area has a blue header with "Training Classes: Training Classes Search" and links for "My Profile", "Log Off", "Help", and "Contact". Below the header, there is a section titled "Training Classes Home | My Classes" with a question mark icon and the text "Use the form below to select the type of classes you would like to view." This section contains two dropdown menus labeled "Category" and "Skill Level", and a "Search for Classes" button.

Click on the desired Class #.

The screenshot shows the search results page with the same header as the previous image. Below the header, there is a section titled "Training Classes Search Results" with a table of results. The table has four columns: "Class #", "Class Title", "Category", and "Schedule Date".

Class #	Class Title	Category	Schedule Date
ASSERTIVE_09_06_2014	How to be Assertive w/o Being Pushy	inter	08/06/2014
CHALLENGE_11_04_2014	Mng Challenge Prob: EE & EE Probs	lead	11/04/2014
COACH_10_07_2014	Get Results w/Coach, Feedback, & Disc	lead	10/07/2014
COMM_IMPACT_07_08_14	Comm_w/Impact-How to be taken seriously	inter	07/08/2014
COPE_02_13_2015	Coping at the Speed of Change	person	02/13/2015
IGRT_COMM_12_12_2014	Getting Results Comm. & Listening	inter	12/12/2014
MENTORING_04_07_2015	Coaching & Mentoring as MGT Tools	lead	04/07/2015
ORG_01_23_2015	Systematic Approach to Getting Organized	person	01/23/2015
PUBSPG_03_03_2015	Pub Presentation/Pub Speaking	person	03/03/2015
SURVIVAL_08_21_2014	Survival of the Middle Manager	lead	08/21/2014

Then click "Register for this class."

The screenshot shows a web browser window with the URL [https://bcchr.co.charlotte.fl.us/Default.asp?Build=TR:tr/Classes.Main&SetKey=ESTCLASR.CLS\\_ID=1514](https://bcchr.co.charlotte.fl.us/Default.asp?Build=TR:tr/Classes.Main&SetKey=ESTCLASR.CLS_ID=1514). The page is titled "Charlotte County Board of County Commissioners Human Resources Department On Line Services Center". The main content area displays the following information:

- Category/Level:** Inter/beginning
- Instructor:** FERGUSON, JACKIE
- Location:** Conference Room - Building B106
- Enrollment:** Opens: 05/14/2014 Closes: 07/08/2014
- Register for this class** button

The class description reads: "Every day there are dozens of opportunities in the workplace to use communication and listening skills to your advantage with customers, co-workers, and managers. Learn to move past communication barriers in order to obtain better results through greater cooperation. This workshop promotes projecting confidence, listening, and visibility skills which can produce more meaningful and clearer understandings between people and the visibility that lends you greater credibility to be taken more seriously. Objectives: Learn value-guided communication Have impact in meetings and presentations Deal with difficult people & situations Maintain your composure under pressure Learn the 30 second message".

**Class Details**

Date	Start Time	End Time	Notes
07/08/2014	8:30 a.m.	12:30 p.m.	

The Windows taskbar at the bottom shows the system clock as 10:17 AM on 6/23/2014, with several open applications including "Class D...", "Eden M...", "HR Emp...", "Classes", "Persona...", "Comm...", "BCC HR...", and "Docum...".