

2025 Employee Training



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2025 Employee Training Plan

Career Development Guide

Learning is a constant process, and the Town of Longboat Key is committed to providing many opportunities for all staff to learn and grow. In light of the ongoing hurricane recovery efforts, we recognize the need to prioritize critical training while being mindful of the resources available for staff development. As a result, for 2025, we have reduced the required annual training hours to focus primarily on **mandatory training** and essential professional development.

The required Annual Employee Training sessions listed below for all staff are to be completed by **June 30, 2025**. In addition to the mandatory training, employees will be given the opportunity to participate in the **Lean Six Sigma White Belt** training, which is now a part of the required professional development. We are also offering **Six Sigma Yellow and Green Belt** training as a **voluntary** program to further enhance employees' skills in process improvement and leadership.

We are focused on providing employees with the tools they need to succeed and improve the Town's operations through targeted training that supports both individual and organizational growth. This year, the primary focus will be on **mandatory training, Six Sigma White Belt**, and the **Yellow and Green Belt** opportunities for those looking to further develop their skills.

All employees are expected to complete the mandatory training as outlined, with additional opportunities available for those interested in advancing their knowledge through Lean Six Sigma certification.

Annual Employee Training

Course	Type of Training	Location
Security Awareness (45 minutes)	Online	KnowBe4
Ethical Behavior for Local Government (1 hour)	Online	LGU
Anti-harassment in the Workplace (1 hour)	Online	LGU
Workplace Stress Resiliency (1 hour)	Online	LGU
Bloodborne Pathogens for Public Entities (1 hour)	Online	LGU
Fire: Bloodborne Pathogens for First Responders (1 hour)		
First Amendment Audits (11 minutes)	Online	PRM
Active Shooter (Dates TBD; 1 hour)	In-person	Town Hall
Lean Six Sigma White Belt (June 2025; 1.5-2.0 hours)	In-person	Town Hall

New Employee Training

Course	Type of Training	Location
Public Records	In-person	Town Hall
STATPORTALS	In-person	Town Hall
FEMA IS-100	Online	FEMA (IS)
FEMA IS-700	Online	FEMA (IS)
Security Awareness (45 minutes)	Online	KnowBe4
Ethical Behavior for Local Government (1 hour)	Online	LGU
Anti-harassment in the Workplace (1 hour)	Online	LGU
Preventing Accidents in the Workplace (1 hour)	Online	LGU
Violence in the Workplace (1 hour)	Online	LGU
Workplace Stress Resiliency (1 hour)	Online	LGU
Diversity in the Workplace (1 hour)	Online	LGU
Bloodborne Pathogens for Public Entities (1 hour)	Online	LGU
First Amendment Audits (11 minutes)	Online	PRM
Active Shooter (Dates TBD; 1 hour)	In-person	Town Hall
Lean Six Sigma White Belt (June 2025; 1.5-2.0 hours)	In-person	Town Hall



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Introducing Lean Six Sigma

In alignment with our commitment to continuous improvement and operational excellence, we are introducing Lean Six Sigma as the future model of excellence for the Town. By integrating Six Sigma into our culture, we are positioning ourselves to achieve greater efficiency, accountability, and service delivery for our community.

According to the Council for Six Sigma Certification, “Six Sigma... is both a methodology for process improvement and a statistical concept that seeks to define the variation inherent in any process.” A process improvement tool that started in the manufacturing world has been successfully used in government and service industries for decades. The beauty of this tool is that it utilizes the experts in everything we do – that’s you. And the certifications that can be earned through this training are experiences and credentials you will have throughout the rest of your careers.

This Six Sigma training is a critical step towards making our Town government the best it can be and we look forward to rolling out a version of this that is tailored to our needs.

Lean Six Sigma Training Integration

White Belt training will be required for all employees to provide a foundational understanding of Six Sigma principles. This training will be scheduled for all staff in June 2025.

As part of the **E.N.G.A.G.E.** program, we are excited to expand our professional development opportunities this year with the inclusion of Six Sigma Yellow and Green Belt training.

For employees who have completed White Belt training and are interested in pursuing further certifications, **Yellow Belt** and **Green Belt** training will be offered as part of our continued commitment to process improvement, organizational growth and service delivery. While participation in Yellow and Green Belt training is **voluntary**, we strongly encourage employees who are interested in developing their leadership and problem-solving skills to take advantage of this opportunity.

The Yellow and Green Belt training will be focused on advanced Six Sigma principles, leadership, and process improvement. This training will help employees contribute to enhancing efficiency and achieving the Town's strategic goals. Successful completion of Yellow and Green Belt certifications will result in recognition and may provide employees with opportunities to take on leadership roles or engage in key process improvement projects within the Town.



Continued...



White Belt: This training is mandatory for all employees, and we will schedule these 1.5 – 2-hour sessions in June of this year to accommodate everyone. White Belt training provides a basic understanding of Six Sigma's fundamental concepts.



Yellow Belt: Following that, a group of 30 employees will be selected to complete Yellow Belt training in August 2025 (on-site, about 8.0 hours). This will be offered as an optional professional development opportunity for employees who have completed White Belt training and are interested in advanced Six Sigma concepts. The group that participated in last year's **E.N.G.A.G.E.** program will be included, but other interested employees can also opt into the Yellow Belt training after completing White Belt. Yellow Belt training expands on the knowledge attained during White Belt training and focuses on problem-solving and metrics.



Green Belt: Volunteers from the Yellow Belt group will move on to the Green Belt, training date(s) TBD. Green Belt, which will span approximately three months, will consist of half-day virtual classes. This will be offered as an optional professional development opportunity for employees who have completed White and Yellow Belt training and are interested in more advanced Six Sigma concepts. Green Belt training will utilize a selection matrix to identify a process within the Town to focus on. Participants will apply the knowledge gained throughout the training to work on the selected process improvement project.



2024 E.N.G.A.G.E. group and leadership.



2025 Employee Training Plan

Career Development Guide

Department-Approved Training

Whether you attend conferences, seminars, certification courses, or other relevant programs, you are encouraged to explore avenues that align with your career goals and contribute to departmental objectives.

Together, we are building a culture of continuous learning and growth, where each employee has the opportunity to excel in their role and contribute to the overall success of the Town.

Metrix Learning

Employees have access to a third-party, Learning Management System (LMS) – Metrix Learning. This platform offers over 7,000 eLearning courses, allowing you to tailor your training plans to align with your needs and career aspirations. Metrix Learning provides nearly 200 specialized industry certification preparation courses in critical areas such as Information Technology, Project Management Institute, Six Sigma, Human Resources, and more. The platform is designed to empower employees to take charge of their professional development effortlessly.

Once you have completed a course, print or digitally download the certificate and upload to LGU / External Training. Explore the multitude of opportunities that await you on Metrix Learning and take proactive steps toward your career goals.

Mentor Program

The Town of Longboat Key is offering opportunities for staff to be a Mentor to a fellow colleague, or to be a Mentee and receive help, wisdom and guidance from a seasoned professional.

Interested? Please contact Lisa/Lynn.

Note: All new staff are paired with a Mentor for their first 3 months of employment.



Training Links & Access

Career Development Guide



LocalGov U (LGU)

<https://olt.localgovu.com/login/#login>

Username: Assigned by LGU, or use your Town email address

Password: Set by employee

Courses: Go to Training, then Courses Assigned to Me



KnowBe4

<https://training.knowbe4.com/ui/users/login>

Username: Use @longboatkey.org email address

Password: Set by employee

Courses: Select 2025 KnowBe4 Security Awareness Training – 45 minutes; click Start.

Certificates: Print certificate upon completion of post-test. Import into your LGU training plan as an External Training.



Metrix Learning

<https://suncoast.metrixlearning.com/>

Username: Request a login; use @longboatkey.org email address and Town of Longboat Key as referral location.

Password: Set by employee

Courses: Search for courses, or select Industry Certifications from the Catalog menu.

Certificates: Print certificate and import into your LGU training plan as an External Training.



Streamery

<https://learn.streamery.co/>

Username: LongboatKey@prm.com

Password: PRMSafety

DO NOT CHANGE THE USERNAME OR PASSWORD

Courses: Enter the course name or SKU in Search box.

Certificates: Print quiz results upon completion (after entering name in “Your Name” field and then right-clicking) or print emailed quiz results. Import into your LGU training plan as an External Training.



FEMA

FEMA/NIMS

<https://training.fema.gov/nims/>

Username: Register for Student Identification Number (SID) at <https://cdp.dhs.gov/femasid>

Password: Set by employee

Courses: Select the course; select Interactive Web Based Course to begin the course. Take Final Exam Online after the course is complete.

Certificates: Print certificate and import into your LGU training plan as an External Training.



First Amendment Audits

<https://register.gotowebinar.com/recording/6850896853463734368>

Login: Enter Name and your Town email address. No password needed.

Certification: Log completion into your LGU training plan as an External Training (no certificate needed).



Reporting – LGU “External Training”

Step-by-Step Instructions

For **external training** (non-LGU courses), take the course, complete the post-test (if applicable), and complete the course questionnaire where applicable.

To log your external training (training other than LGU courses, e.g., Streamery, KnowBe4, Six Sigma, conferences, CE classes):

- On the Training tab, select External Training from the drop-down menu. You will see all existing external training records here.
 - To report a new training session, go to Report Training.
 - Enter training date/time, location, and content details.
 - **Training Dates:** training can only happen in the past. An end date is required.
 - **Training location:** Select from an existing location or enter a new one. If the training occurred online, check the “Online” box and enter the course URL.
 - **Training Type:** There are several options to choose from.
 - **Course/Activity:** This is the course/training/conference you completed. Record the training by selecting an existing activity/course in this form.
 - An "Other" course can be used for one-off training; provide course details in the description field.
 - Attach completion certificate.
 - You must attach the completion certificate for all training EXCEPT First Amendment Auditors (no certificate available).
 - Save.
- Human Resources will review the external training record and approve the entry or reject it; rejection reasons can include incomplete information, missing completion certificate, etc.

