



**FY 2024-25**

**Live, Instructor-Led  
 Training Program**



**60+ Live Titles**  
**16 subjects**

***Live, Instructor-Led Training, delivered in multiple formats***

Elevate your learning journey with live instructor-led trainings! **Join from anywhere**, break down barriers, and engage in real-time with expert instructors and fellow learners. Experience the perfect blend of flexibility and structured guidance across our 60+ diverse courses, empowering you to unlock your full potential in education and professional development. This program is your ticket to a dynamic and interactive learning experience!

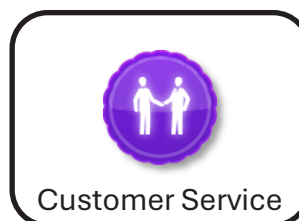
**Register for FY 2024-25 Classes**

**Subjects**

- Business Writing
- Career Development
- Change Management
- Communication
- Conflict Management
- Customer Service
- Employee Engagement
- HR Management
- Leadership Skills
- Meeting Management
- Microsoft Office Suite
- Presentation Skills
- Productivity Skills
- Self-Care
- Team Development & Collaboration
- Diversity, Equity, and Inclusion

**Learning Badges**

Did you know that you can earn up to **16** learning badges on LMS?



# FY 2024-2025 Schedule

## Business Writing

Title	Date	Time
Professional Writing Essentials: From Emails to Staff Reports	September 26, 2024 February 26, 2025	9:00am-noon
Proofreading for Greater Accuracy and Clarity	October 9, 2024 March 11, 2025	9:00am-11:30am
Writing for the Workplace	October 15, 2024 March 18, 2025	9am-11:30am

## Career Development

Title	Date	Time
Developing a Growth Mindset	March 12, 2025	10:30am-noon
Developing Emotional Intelligence (NEW)	September 25, 2024 February 4, 2025	9:00am-10am
Discovering Your Strengths and Putting Them to Work	September 25, 2024 February 27, 2025	10:00am-noon
How to "Manage Up" to Enhance Your Career (NEW)	October 1, 2024 March 5, 2025	9:00am-11am
Midlife Mastery: Unlocking Your Purpose (NEW)	October 3, 2024 March 6, 2025	10:00am-noon
* My Career Vision	January 22, 2025 May 14, 2025	8:30am-12:30pm
Nuts & Bolts of Applying for a County Position	October 2, 2024 March 20, 2025	9:00am-11:30am
Presenting Yourself Effectively in a Civil Service Interview Process	October 24, 2024 March 25, 2025	8:30am-noon

## Change Management

Title	Date	Time
Harnessing the Power of Communication to Drive Change Initiatives (NEW)	November 21, 2024 May 20, 2025	10:00am-noon
Navigating the Constant of Chaos and Change	February 11, 2025	9:00am-noon

## Communication

Title	Date	Time
* Effective Communication Skills	January 16, 2024 March 5, 2025	8:30am-noon
Extraverts and Introverts: Effective Communication & Meeting Management (NEW)	October 16, 2024 March 19, 2025	10:00am-noon
Giving and Receiving Constructive Feedback (NEW)	October 10, 2024 April 9, 2025	9:00am-noon
Handling Tough Conversations with Care and Empathy (NEW)	September 19, 2024 February 5, 2025	9:00am-noon

## Conflict Management

Title	Date	Time
* Negotiating for Shared Success (NEW)	December 11, 2024 April 30, 2025	9:00am-noon
Resolving Interpersonal Conflicts	November 13, 2024 April 2, 2025	9:00am-11:00am

## Customer Service

Title	Date	Time
CARE Approach to Customer Service	December 3, 2024 May 6, 2025	9:00am-11:30am
Delivering Customer Service in Writing	November 19, 2024 April 22, 2025	9am-11:30am

## Diversity, Equity, and Inclusion

Title	Date	Time
Diversity, Equity and Inclusion Strategies in Recruitment (Supervisors and Managers Only)	TBD	TBD
Gender Identity, Transgender Policy, & Inclusion	TBD	TBD

\* In-person training session will be held at County Center, Redwood City, CA



# FY 2024-2025 Schedule

## Employee Engagement

Title	Date	Time
Engagement, Productivity, and Workplace Happiness	March 4, 2025	9:00am-noon
How to Avoid Burnout (NEW)	November 13, 2024 May 6, 2025	9:00am-10:00am
Making Great Days at Work	September 25, 2024 February 19, 2025	10:00am-11:00am
* Motivation for Peak Performance (NEW)	January 28, 2025 May 28, 2025	8:30am-12:30pm

## HR Management

Title	Date	Time
HR Basics (Supervisors & Managers Only)	October 23, 2024 March 13, 2025	9:00am-noon
* Keys to Effective Supervision (Supervisors & Managers Only)	November 19, 2024 March 20, 2025	8:30am-noon
Managing Disabilities in the Workplace (Supervisors & Managers Only)	September 24, 2024 March 26, 2025	9:00am-11:00am
* Meet & Confer Basics (Supervisors & Managers Only)	April 10, 2025	8:30am-noon
* Supervisor's Guide to Progressive Discipline (Supervisors & Managers Only)	October 30, 2024 May 7, 2025	9:00am-noon
Worker's Compensation (Supervisors & Managers Only)	October 16, 2024 April 16, 2025	9:00am-10:00am

## Leadership Skills

Title	Date	Time
Creating Psychological Safety (NEW)	October 17, 2024 May 1, 2025	9:00am-10:30am
* Leadership Essentials	October 15, 2024 March 12, 2025	8:30am-noon
Strategic Thinking (NEW)	October 22, 2024 April 3, 2025	9:00am-11:00am

Title	Date	Time
* Supervision/Management 101 (Introduction to Supervision)	January 29, 2025 May 8, 2025	9:00am-4:30pm

## Meeting Management

Title	Date	Time
Driving Engagement & Trust in Virtual Meetings	October 3, 2024 April 15, 2025	9:00am-11:00am
* Making Meetings Work: Facilitation Skills	January 23, 2025 April 29, 2025	8:30am-12:30pm

## Microsoft Office Suite

Title	Date	Time
Excel Introduction	October 1 & 2, 2024 February 4 & 5, 2025	9-11:30am
Excel Intermediate	November 5 & 6, 2024 February 26 & 27, 2025	9-11:30am
Excel Advanced	November 20 & 21, 2024 March 11 & 12, 2025	9-11:30am
Excel Calculations	December 4 & 5, 2024 April 1 & 2, 2025	9-11:30am
Outlook	February 19, 2025	9-11:30am
Word Introduction	October 9 & 10, 2024	9-11:30am
Word Intermediate	March 18 & 19, 2025	9-11:30am
Word Advanced	April 15 & 16, 2025	9-11:30am

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# FY 2024-2025 Schedule

## Presentation Skills

Title	Date	Time
* A Playful Approach to Presentation Skills (NEW)	May 29, 2025	8:30am-12:30pm
* Delivering an Impactful Presentation	April 8, 2025	8:30am-noon
* Developing Improvisational Confidence: How to Think, Speak, and Act in the Moment	November 5, 2024 March 26, 2025	9:00am-noon
* Enhancing Your Executive Presence	November 14, 2024 (virtual) March 13, 2025 (in-person)	9:00am-noon
Presenting Virtually	November 19 & 20, 2024	10:00am-noon
* Speak with Confidence	November 6, 2024	9:00am-4:30pm

## Productivity Skills

Title	Date	Time
Creative Problem Solving (NEW)	October 8, 2024 May 21, 2025	9:00am-noon
Critical Thinking (NEW)	November 6, 2024 May 1, 2025	9:00am-11:00am
Happy People, Happy Teams	April 1, 2025	9:00am-noon
Project Management for Non-Project Managers	December 10, 2024 May 13, 2025	9:00am-11:30am
Time Management: Tips & Tricks (NEW)	January 28, 2025 May 13, 2025	9:00am-11:00am

## Self-Care

Title	Date	Time
Manage Your Mood to Reduce Stress and Improve Well-Being	November 5, 2024 April 8, 2025	9:00am-11:30am
Resilient Body & Mind: Practical Tools for Well-Being (NEW)	October 17, 2024 April 3, 2025	9:00am-noon

## Team Development & Collaboration

Title	Date	Time
Building Accountability Into Your Teams	December 3, 2024 May 29, 2025	10:00am-noon
Crafting Team Culture	April 22, 2025	9:00am-noon
Using Relationships to Develop Responsive Public Programs	October 8, 2024 April 9, 2025	9:00am-11:00am

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