



Supervisor Training

Required & Elective Classes

Required Classes			
Class	Date	Location	Time
FMLA/CFRA	January 10	10060 Goethe Road	8:30am-12:00pm
	April 3	700 H Street, 5 th Floor	8:30am-12:00pm
Reasonable Accommodation (ADA)	January 17	700 H Street, 5 th Floor	8:30am-12:00pm
	April 12	925 Del Paso Blvd. #500	8:30am-12:00pm
Safety in the Workplace	January 24	700 H Street, 5 th Floor	8:30am-12:00pm
	April 19	10060 Goethe Road	8:30am-12:00pm
Workplace Violence Prevention	January 31	925 Del Paso Blvd. #500	8:30am-12:00pm
	April 26	10060 Goethe Road	8:30am-12:00pm
Labor Relations	February 7	700 H Street, 5 th Floor	8:30am-12:00pm
	May 3	10060 Goethe Road	8:30am-12:00pm
Investigation	February 14	10060 Goethe Road	8:30am-12:00pm
	May 10	700 H Street, 5 th Floor	8:30am-12:00pm
Discipline	February 21	10060 Goethe Road	8:30am-12:00pm
	May 17	700 H Street, 5 th Floor	8:30am-12:00pm
Risk Management	March 7	700 H Street, 5 th Floor	8:30am-12:00pm
	May 31	10060 Goethe Road	8:30am-12:00pm
Workers' Compensation	March 14	10060 Goethe Road	8:30am-12:00pm
	June 7	700 H Street, 5 th Floor	8:30am-12:00pm

****To receive certification, the required classes *plus 5 electives* must be completed****

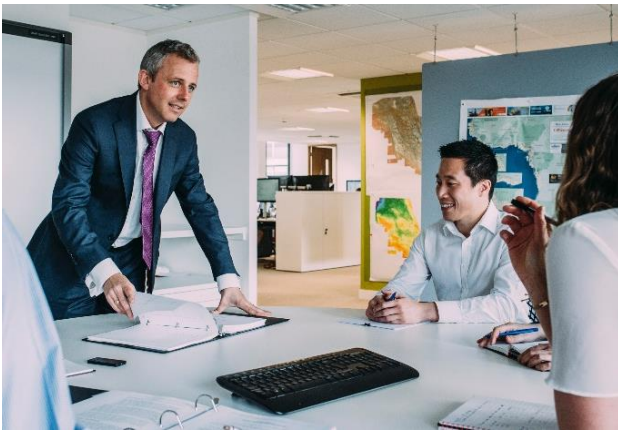
Elective Classes			
Class	Date	Location	Time
Effective Delegation	January 18	3839 Bradshaw Road	8:30am-12:00pm
	April 24	700 H Street, 5 th Floor	8:30am-12:00pm
Interviewing for the Best Candidate	February 6	925 Del Paso Blvd. #500	8:30am-12:00pm
	April 4	700 H Street, 5 th Floor	8:30am-12:00pm
Recognizing Employees	February 22	10060 Goethe Road	8:30am-12:00pm
	May 16	925 Del Paso Blvd. #500	8:30am-12:00pm
Preventing Communication Breakdown	March 15	925 Del Paso Blvd. #500	8:30am-12:00pm
	June 6	10060 Goethe Road	8:30am-12:00pm
Customer Service for Supervisors	March 21	700 H Street, 5 th Floor	8:30am-12:00pm
	May 8	3839 Bradshaw Road	8:30am-12:00pm

****Contact your training coordinator to register****

Department of Personnel Services ~ Training and Organization Development Office
700 H Street, Suite 5720 Sacramento, CA 95814

Phone: (916) 874-7711 **Email:** countytraining@saccounty.net

Website: <http://inside.personnel-services.saccounty.net/TrainingOrganizationDevelopment>



Lead Training

Required & Elective Classes

Required Classes			
Class	Date	Location	Time
You're in the Lead	February 13	700 H Street, 5 th Floor	8:30am-12:00pm
	April 11	10060 Goethe Road	8:30am-12:00pm
Policy Overview for Leads	March 6	3839 Bradshaw Road	8:30am-12:00pm
	May 2	700 H Street, 5 th Floor	8:30am-12:00pm

****To receive certification, the required classes *plus 3 electives* must be completed****

Elective Classes			
Class	Date	Location	Time
Effective Delegation	January 18	3839 Bradshaw Road	8:30am-12:00pm
	April 24	700 H Street, 5 th Floor	8:30am-12:00pm
Interviewing for the Best Candidate	February 6	925 Del Paso Blvd. #500	8:30am-12:00pm
	April 4	700 H Street, 5 th Floor	8:30am-12:00pm
Recognizing Employees	February 22	10060 Goethe Road	8:30am-12:00pm
	May 16	925 Del Paso Blvd. #500	8:30am-12:00pm
Preventing Communication Breakdown	March 15	925 Del Paso Blvd. #500	8:30am-12:00pm
	June 6	10060 Goethe Road	8:30am-12:00pm
Customer Service for Supervisors	March 21	700 H Street, 5 th Floor	8:30am-12:00pm
	May 8	3839 Bradshaw Road	8:30am-12:00pm

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e-Learning/ Mandatory Training

ONLINE
TRAINING



Class	Website
Preventing Workplace Harassment & Discrimination Training (AB1825)	https://20130.lms.navexglobal.com/topclass3/login.do?partition=saccounty
Ethics Training (AB1234)	http://localethics.fppc.ca.gov/ab1234

Discrimination & Harassment Prevention Training is required every *two* years for lead, supervisor, and management positions, and required every *three* years for non-supervisory staff

Discrimination & Harassment Prevention Training		
Date	Location	Time
January 29	700 H Street, Board Chambers	1:00pm-3:30pm
February 26	700 H Street, Board Chambers	1:00pm-3:30pm
March 26	700 H Street, Board Chambers	1:00pm-3:30pm
April 30	700 H Street, Board Chambers	1:00pm-3:30pm
May 29	700 H Street, Board Chambers	1:00pm-3:30pm
June 25	700 H Street, Board Chambers	1:00pm-3:30pm



Employee Development & Management Training

Class	Date	Location	Time
Time Management	January 11	700 H Street, 5 th Floor	9:00am-11:00am
Managing Personal Finances	January 25	10060 Goethe Road	9:00am-11:00am
Effective Resumes/Interview Techniques	February 8	10060 Goethe Road	9:00am-12:00pm
Nutrition & Humor for the Health of It	February 28	700 H Street, 5 th Floor	9:00am-11:00am
Building Resilience	March 13	700 H Street, 5 th Floor	9:00am-11:00am
Mindfulness for Beginners	March 22	700 H Street, 5 th Floor	9:00am-11:00am
Alleviating Job Burnout	March 28	925 Del Paso Blvd. #500	9:00am-11:00am
Transitions to Retirement	April 18	700 H Street, 5 th Floor	9:00am-11:00am
Dealing with Difficult People	May 1	700 H Street, 5 th Floor	9:00am-11:00am
Effective Resumes/Interview Techniques	May 15	925 Del Paso Blvd. #500	9:00am-12:00pm
Alleviating Job Burnout	May 24	10060 Goethe Road	9:00am-11:00am

↓ Please note: The classes listed below are for managers only ↓

Management Classes			
Class	Date	Location	Time
Creating a Positive Work Environment	January 23	700 H Street, 5 th Floor	9:00am-11:00am
Managing Challenging Workplace Behaviors	April 10	700 H Street, 5 th Floor	9:00am-11:00am
Emotional Intelligence	May 22	700 H Street, 5 th Floor	9:00am-11:00am
Essential Skills for Effective Management	June 5	925 Del Paso Blvd. #500	9:00am-11:00am

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