



HRLA  
2023 Cohort 1

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**HRLA Series:**

Cohort 1: 1/12/23 – 2/16/23, 12 Courses in Series

1. Understanding the Internal Structure (HR0814)  
1/12/23 9:00am-12:00pm
2. Introduction to the Role of the Leader (HR0030)  
1/12/23 1:30pm-4:30pm
3. Civil Service Rules (HR0100)  
1/19/23 (self-guided, 2hr course)
4. Union Relations for Managers (HR0780)  
1/19/23 1:30pm-4:30pm
5. Risk Management: What Every Manager Should Know (HR0052)  
1/26/23 9:00am-12:00pm
6. Leave Administration (HR0101)  
1/26/23 1:30pm-4:30pm
7. EEO: Discrimination & Harassment Prevention (HR0070)  
2/2/23 (self-guided, 2hr course)
8. Payroll, PeopleSoft, and FLSA (HR0815)  
2/2/23 1:30pm-4:30pm
9. Hiring and Interview Skills (HR0027)  
2/9/23 9:00am-12:00pm
10. SJC Performance Evaluation Guidelines (HR0057)  
2/9/23 1:30pm-4:30pm
11. Communication & Conflict (HR0008)  
2/16/23 9:00am-12:00pm
12. Intro to Progressive Discipline (HR0029)  
2/16/23 1:30pm-4:30pm