



HRLA
2023 Cohort 3

HRLA Series:

Cohort 3: 7/20/23 – 8/24/23, 12 Courses in Series

1. Understanding the Internal Structure (HR0814)
7/20/23 9:00am-12:00pm
2. Introduction to the Role of the Leader (HR0030)
7/20/23 1:30pm-4:30pm
3. Civil Service Rules (HR0100)
7/27/23 (self-guided, 2hr course)
4. Union Relations for Managers (HR0780)
7/27/23 1:30pm-4:30pm
5. Risk Management: What Every Manager Should Know (HR0052)
8/3/23 9:00am-12:00pm
6. Leave Administration (HR0101)
8/3/23 1:30pm-4:30pm
7. EEO: Discrimination & Harassment Prevention (HR0070)
8/10/23 (self-guided, 2hr course)
8. Payroll, PeopleSoft, and FLSA (HR0815)
8/10/23 1:30pm-4:30pm
9. Hiring and Interview Skills (HR0027)
8/17/23 9:00am-12:00pm
10. SJC Performance Evaluation Guidelines (HR0057)
8/17/23 1:30pm-4:30pm
11. Communication & Conflict (HR0008)
8/24/23 9:00am-12:00pm
12. Intro to Progressive Discipline (HR0029)
8/24/23 1:30pm-4:30pm