



HRLA
2023 Cohort 4

HRLA Series:

Cohort 4: 10/5/23 – 11/9/23, 12 Courses in Series

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