



engage

# September Training Alert

**HR0047-New Employee Orientation**

September 12 & 26  
8:30am-10:00am- Virtual

**HR0130-Diversity, Respect and Inclusion**

September 12 & 26  
11:00am-12:30pm- Virtual

**HR0001-Benefits Employment Orientation**

September 12 & 26  
1:30pm-3:30pm- Virtual

**HR0729-COVID19**

Self-Guided -SJCENGAGE.com

**HR0721-Cyber Security**

Self-Guided -SJCENGAGE.com

**HR0070- Discrimination & Harassment  
Prevention Supervisor**

Self-Guided- SJCENGAGE.com

**HR0151-Discrimination & Harassment  
Prevention Non-Supervisor**

Self-Guided- SJCENGAGE.com

**HR0119-Workplace Violence Prevention  
Supervisor**

September 27  
8:30am-12:30pm– Virtual

**HR0117-Workplace Violence Prevention Non-  
Supervisor**

September 13 & 27  
1:30pm-4:30pm– Virtual

**HR0029: HRLA: Introduction to Progressive  
Discipline**

September 1  
1:30pm-4:30pm– Virtual

This course helps participants learn how to apply discipline in a fair, equitable and consistent manner

**HR0008:HRLA: Communication and Conflict**

September 2  
9:00am-12:00pm Virtual

This course is designed to gain a better understanding of the communication process

**HR0723-Analytical Writing Skills**

September 7  
8:30am-12:00pm Virtual

This course will help you analyze and organize your writing project, as well as help choose the most effective way to present your work to an audience

**To enroll, please contact your Department Training Processor.**

To see full course listings or descriptions, visit [sjcengage.com](http://sjcengage.com)



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## HR0676-Accident Investigation

September 8

9:00am-12:00pm Virtual

This course provides an introduction to basic accident investigation procedures and accident analysis techniques.

## HR0704-Effective Workplace Communication

September 15

10:30am-11:30am Virtual

Effective Communication skills are important for every employee in an organization. This course will help you understand the connection between good working relationships and effective communication

## HR0176-Experienced Driver

September 22

9:00am-12:00pm Virtual

This course is mandatory for all employees who operate a County vehicle or use their own vehicle for work purposes

**To enroll, please contact your Department Training Processor.**

To see full course listings or descriptions, visit [sjcengage.com](http://sjcengage.com)