



HRLA
Session II 2022
Cohort 2

HRLA Series:

Cohort 2: 10/6/22 – 11/10/2022, 12 Courses in Series

1. Understanding the Internal Structure (HR0814)
10/6/22 9:00am-12:00pm
2. Introduction to the Role of the Leader (HR0030)
10/6/22 1:30pm-4:30pm
3. Civil Service Rules (HR0100)
10/13/22 9:00am-12:00pm
4. Union Relations for Managers (HR0780)
10/13/22 1:30pm-4:30pm
5. Risk Management: What Every Manager Should Know (HR0052)
10/20/22 9:00am-12:00pm
6. Leave Administration (HR0101)
10/20/22 1:30pm-4:30pm
7. EEO: Discrimination & Harassment Prevention (HR0070)
10/27/22 (self-guided, 2hr course)
8. Payroll, PeopleSoft and FLSA (HR0815)
10/27/22 1:30pm-4:30pm
9. Hiring and Interview Skills (HR0027)
11/3/22 9:00am-12:00pm
10. SJC Performance Evaluation Guidelines (HR0057)
11/3/22 1:30pm-4:30pm
11. Communication & Conflict (HR0008)
11/7/22 9:00am-12:00pm
12. Introduction to Progressive Discipline (HR0029)
11/10/22 1:30pm-4:30pm