



February Training Alert

HR0047-New Employee Orientation

February 13 & 27

8:30am-10:00am- Virtual

HR0151-Discrimination & Harassment

Prevention Non-Supervisor

Self-Guided- SJCENGAGE.com

HR0130-Diversity, Respect and Inclusion

February 13 & 27

11:00am-12:30pm- Virtual

February 15

9:30pm-11:00pm- Virtual

February 21

12:30am-2:00am- Virtual

HR0119-Workplace Violence Prevention Supervisor

February 14

8:30am-12:30pm- Virtual

HR0117-Workplace Violence Prevention Non-Supervisor

February 14 & 28

1:30pm-4:30pm- Virtual

February 15

6:00pm-9:00pm- Virtual

HR0001-Benefits Employment Orientation

February 13 & 27

1:30pm-3:30pm- Virtual

HR0850-MHN: Enhancing Work-Life Balance

February 6

10:00am-11:00am- Virtual

This course is to help participants improve work-life balance by identifying competing demands on time and assessing central life values

HR0729-COVID19

Self-Guided -SJCENGAGE.com

HR0721-Cyber Security

Self-Guided -SJCENGAGE.com

HR0070- Discrimination & Harassment Prevention Supervisor

Self-Guided- SJCENGAGE.com

HR0854-MHN: Overcoming Procrastination

February 7

10:00am-12:00am- Virtual

In this course you will review a variety of tips and strategies for overcoming procrastination and becoming more effective in your work and life

To enroll, please contact your Department Training Processor.

To see full course listings or descriptions, visit sjcengage.com



February Training Alert

HR0821-Employee Accountability

February 8

9:00am-12:00pm— Virtual

Participants will go over accountability, explore indicators to increase awareness and methods to take action

HR0650-MHN: Delivering Excellent Customer Service

February 16

2:00pm-4:00pm— Virtual

Participants will go over how to handle customers' demands with sensitivity while managing personal stress

HR0856-MHN: Strategies for Positive Thinking

February 22

9:00am-11:00am— Virtual

This course explores where negative thinking comes from and offers strategies for re-training our brains to see things in a more positive light

HR0831-MHN: Valuing Your Time: Productivity & Effectiveness

February 23

9:00am-11:00am— Virtual

This program is about evaluating how you currently spend your time, identifying what interferes with getting the most of our available time and effectively managing our time and workload

HR0176-Experienced Driver

February 23

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



February HRLA Training Alert

HR0070- Discrimination & Harassment Prevention Supervisor

February 2

Self-Guided- SJCENGAGE.com

This course is designed to help managers and supervisors understand their legal responsibilities in preventing and addressing discrimination and workplace complaints

HR0057: HRLA: SJC Performance Evaluation Guidelines

February 9

91:30pm-4:30pm- Virtual

This course provides participants with general guidelines on conducting effective performance appraisals.

HR0815: HRLA: Payroll, PeopleSoft and FLSA

February 2

1:30pm-4:30pm Virtual

This course will give information on the legal implications of not adhering to the laws set forth regarding the topics and what can be done to ensure compliance

HR0008: HRLA: Communication & Conflict

February 16

9:00am-12:00pm-Virtual

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

HR0027: HRLA: Hiring & Interviewing Skills

February 9

9:00am-12:00pm– Virtual

This course discusses the do's and don'ts of a hiring interview. Participants will learn the County's hiring process and get helpful tips on developing interview questions and rating job applicants.

HR0029: HRLA: Intro to Progressive Discipline

February 16

1:30pm-4:30pm- Virtual

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

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