



April Training Alert

HR0047-New Employee Orientation

April 10 & 24
8:30am-10:00am- Virtual

HR0130-Diversity, Respect and Inclusion

April 10 & 24
11:00am-12:30pm- Virtual

HR0001-Benefits Employment Orientation

March 13 & 27
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

April 11
8:30am-12:30pm– Virtual

HR0117-Workplace Violence Prevention Non-Supervisor

April 11 & 25
1:30pm-4:30pm– Virtual

HR0836-Effectively Navigating Workplace Conflict

April 3
9:00am-10:00am—Virtual

Learning to navigate workplace conflict is an important skill for productive interactions. This course will explore why conflict occurs and learn skills that can influence positive outcomes.

HR0663- MHN: Coping with Anxiety

April 12
9:00am-10:00am—Virtual

Anxiety is a normal part of life. It is an innate biological reaction - the body's way of telling us something isn't right. This workshop explores symptoms and treatment of the different types of anxiety disorders.

HR0849– Dealing with Pre-Teens and Teenagers

April 20
2:00pm- 3:00pm—Virtual

This course explores how parents can negotiate these sometimes trying times while preparing their teens for adulthood.

HR0176-Experienced Driver

April 26
9:00am-12:00pm— Virtual

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

To enroll, please contact your Department Training Processor.

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



April Training Alert

HR0814: HRLA: Understanding the Internal Structure

April 6

9:00am-12:00pm Virtual

This course is designed to lay the foundation for a better understanding of organizational structure and operations

HR0052: HRLA: Risk Management-What Every Manager Should Know

April 20

9:00am-12:00pm– Virtual

This course provides managers and supervisors with a basic understanding of their roles in the areas of safety and risk management

HR0030: HRLA: Introduction to the Role of the Leader

April 6

1:30pm-4:30pm- Virtual

This course helps participants understand the challenges and responsibilities of a leader and learn the Five Practices of Exemplary Leadership

HR0101: HRLA: Leave Administration

April 20

1:30pm-4:30pm- Virtual

This course provides participants with a general overview of the County's leave policies and the various state and federal laws that provide "protected leave" to County employees

HR0100: HRLA: Civil Service Rules

April 13

Self-Guided- Virtual– SJCENGAGE.com

This course is designed to create a greater understanding of the civil service merit process

HR0070- Discrimination & Harassment Prevention Supervisor

April 27

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

HR0780: HRLA: Union Relations for Managers

April 13

1:30pm-4:30pm– Virtual

This course will show the relationship between County Administration, Labor Organizations and the responsibilities managers have to ensure strong working relationships

HR0815: HRLA: Payroll, PeopleSoft and FLSA

April 27

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

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