HRLA: 2024 COHORT 1

sjc engage

COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	1/11/24	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	1/11/24	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	1/18/24	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	1/18/24	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	1/25/24	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	1/25/24	1:30PM - 4:30PM
EEO: DISCRIMINATION & HARASSMENT PREVENTION	HR0070	2/1/24	SELF-GUIDED
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	2/1/24	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	2/8/24	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	2/8/24	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	2/15/24	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	2/15/24	1:30PM - 4:30PM

HRLA: 2024 COHORT 2

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COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	4/4/24	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	4/4/24	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	4/11/24	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	4/11/24	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	4/18/24	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	4/18/24	1:30PM - 4:30PM
EEO: DISCRIMINATION & HARASSMENT PREVENTION	HR0070	4/25/24	SELF-GUIDED
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	4/25/24	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	5/2/24	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	5/2/24	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	5/9/24	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	5/9/24	1:30PM - 4:30PM

HRLA: 2024 COHORT 3

sjc engage

COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	7/18/24	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	7/18/24	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	7/25/24	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	7/25/24	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	8/8/24	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	8/8/24	1:30PM - 4:30PM
EEO: DISCRIMINATION & HARASSMENT PREVENTION	HR0070	8/15/24	SELF-GUIDED
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	8/15/24	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	8/22/24	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	8/22/24	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	8/29/24	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	8/29/24	1:30PM - 4:30PM

HRLA: 2024 COHORT 4

sjc engage

COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	9/19/24	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	9/19/24	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	9/26/24	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	9/26/24	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	10/3/24	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	10/3/24	1:30PM - 4:30PM
EEO: DISCRIMINATION & HARASSMENT PREVENTION	HR0070	10/10/24	SELF-GUIDED
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	10/10/24	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	10/17/24	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	10/17/24	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	10/24/24	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	10/24/24	1:30PM - 4:30PM