



engage

MAY 2025

TRAINING ALERT

To enroll, please contact your Department Training Processor.

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

COURSE TITLE	DATE	TIME
HR0052 HRLA: RM: What Every Managers Should Know	May 1	9:00AM - 12:00PM
HR0101 HRLA: Leave Administration	May 1	1:30PM - 4:30PM
HR0047 New Employee Orientation	May 5	8:30AM - 10:00AM
HR0130 Diversity, Respect & Inclusion	May 5	11:00AM - 12:30PM
HR0001 New Employee Benefits	May 5	1:30PM - 3:30PM
HR0119 Workplace Violence Recognition & Prevention– MNG/SUP	May 6	8:30AM - 12:30PM
HR0117 Workplace Violence Recognition & Prevention– Gen	May 6	1:30PM - 4:30 PM
HR0822 Elective: Writing Purpose Driven Documents	May 7	1:30PM - 4:30 PM
HR0881 HRLA: Budget Basics	May 8	9:00AM - 12:00PM
HR0815 HRLA: Payroll, PeopleSoft & FSLA	May 8	1:30PM - 4:30 PM
HR0176 Experienced Driver 4	May 13	9:00AM - 12:00PM
HR0027 HRLA: Hiring and Interview Skills	May 15	9:00AM - 12:00PM

COURSE TITLE	DATE	TIME
HR0057 HRLA: SJC Performance Evaluation Guidelines	May 15	1:30PM - 4:30PM
HR0047 New Employee Orientation	May 19	8:30AM - 10:00AM
HR0130 Diversity, Respect & Inclusion	May 19	11:00AM - 12:30PM
HR0001 New Employee Benefits	May 19	1:30PM - 3:30PM
HR0117 Workplace Violence Recognition & Prevention– Gen	May 20	8:30AM - 11:30AM*
HR0008 HRLA: Communication & Conflict	May 22	9:00AM - 12:00PM
HR0029 HRLA: Intro to Progressive Discipline	May 22	1:30PM - 4:30PM
HR0899 Anthem: Psychological Wellness in the Workplace	May 23	9:00AM - 10:00AM

*AM Training: General Staff -Workplace Violence (Highlighted NEO)

