

HRLA: 2025 COHORT 1



COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	1/9/25	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	1/9/25	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	1/16/25	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	1/16/25	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	1/23/25	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	1/23/25	1:30PM - 4:30PM
BUDGET BASICS — CANCELLED	HR0881	1/30/25	9:00AM - 12:00PM
PAYROLL, PEOPLESFT, AND FLSA	HR0815	1/30/25	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	2/6/25	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	2/6/25	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	2/13/25	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	2/13/25	1:30PM - 4:30PM

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COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	4/17/25	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	4/17/25	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	4/24/25	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	4/24/25	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	5/1/25	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	5/1/25	1:30PM - 4:30PM
BUDGET BASICS	HR0881	5/8/25	9:00AM - 12:00PM
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	5/8/25	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	5/15/25	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	5/15/25	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	5/22/25	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	5/22/25	1:30PM - 4:30PM

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COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	8/14/25	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	8/14/25	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	8/21/25	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	8/21/25	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	8/28/25	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	8/28/25	1:30PM - 4:30PM
BUDGET BASICS	HR0881	9/4/25	9:00AM - 12:00PM
PAYROLL, PEOPLESFT, AND FLSA CANCELLED	HR0815	9/4/25	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	9/11/25	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	9/11/25	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	9/18/25	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	9/18/25	1:30PM - 4:30PM

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COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	10/16/25	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	10/16/25	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	10/23/25	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	10/23/25	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	10/30/25	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	10/30/25	1:30PM - 4:30PM
BUDGET BASICS	HR0881	11/6/25	9:00AM - 12:00PM
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	11/6/25	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	11/13/25	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	11/13/25	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	11/20/25	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	11/20/25	1:30PM - 4:30PM