



To enroll, please contact your Department Training Processor.

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

COURSE TITLE	DATE	TIME
HR0723 Elective: Analytical Writing Skills	October 1	9:00AM - 12:00PM
HR0047 New Employee Orientation	October 6	8:30AM - 10:00AM
HR0130 Diversity, Respect & Inclusion	October 6	11:00AM - 12:30PM
HR0001 New Employee Benefits	October 6	1:30PM - 3:30PM
HR0117 Workplace Violence Recognition & Prevention– Gen	October 7	1:30PM - 4:30 PM
HR0676 Accident Investigation	October 14	1:30PM - 4:30 PM
HR0875 Anthem: Business Writing for Managers	October 15	1:00PM - 2:00 PM
HR0814 HRLA: Understanding the Internal Structure	October 16	9:00AM - 12:00PM
HR0030 HRLA: Intro to the Role of the Leader	October 16	1:30PM - 4:30 PM
HR0047 New Employee Orientation	October 20	8:30AM - 10:00AM
HR0130 Diversity, Respect & Inclusion	October 20	11:00AM - 12:30PM
HR0001 New Employee Benefits	October 20	1:30PM - 3:30PM

COURSE TITLE	DATE	TIME
HR0119 Workplace Violence Recognition & Prevention– MNG/SUP	October 21	8:30AM - 12:30PM
HR0117 Workplace Violence Recognition & Prevention—Gen	October 21	1:30PM - 4:30 PM
HR0100 HRLA: Civil Service	October 23	SELF- GUIDED
HR0780 HRLA: Union Relations for Managers	October 23	1:30PM - 4:30 PM
HR0160 Reasonable Suspicion	October 28	9:00AM - 11:00AM
HR0052 HRLA: RM: What Every Managers Should Know	October 30	9:00AM - 12:00PM
HR0101 HRLA: Leave Administration	October 30	1:30PM - 4:30 PM

