

# HRLA: 2026 TRAINING SCHEDULE



## COHORT 1

COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	1/15/26	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	1/15/26	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	1/22/26	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	1/22/26	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	1/29/26	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	1/29/26	1:30PM - 4:30PM
BUDGET BASICS	HR0881	2/5/26	9:00AM - 12:00PM
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	2/5/26	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	2/12/26	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	2/12/26	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	2/19/26	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	2/19/26	1:30PM - 4:30PM

## COHORT 2

COURSE TITLE	CODE	DATE	TIME
UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	5/7/26	9:00AM - 12:00PM
INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	5/7/26	1:30PM - 4:30PM
CIVIL SERVICE RULES	HR0100	5/14/26	SELF-GUIDED
UNION RELATIONS FOR MANAGERS	HR0780	5/14/26	1:30PM - 4:30PM
RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	5/21/26	9:00AM - 12:00PM
LEAVE ADMINISTRATION	HR0101	5/21/26	1:30PM - 4:30PM
BUDGET BASICS	HR0881	5/28/26	9:00AM - 12:00PM
PAYROLL, PEOPLESOFT, AND FLSA	HR0815	5/28/26	1:30PM - 4:30PM
HIRING AND INTERVIEW SKILLS	HR0027	6/4/26	9:00AM - 12:00PM
SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	6/4/26	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	6/11/26	9:00AM - 12:00PM
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	6/11/26	1:30PM - 4:30PM

# HRLA: 2026 TRAINING SCHEDULE



COHORT 3	COURSE TITLE	CODE	DATE	TIME
	UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	8/6/26	9:00AM - 12:00PM
	INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	8/6/26	1:30PM - 4:30PM
	CIVIL SERVICE RULES	HR0100	8/13/26	SELF-GUIDED
	UNION RELATIONS FOR MANAGERS	HR0780	8/13/26	1:30PM - 4:30PM
	RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	8/20/26	9:00AM - 12:00PM
	LEAVE ADMINISTRATION	HR0101	8/20/26	1:30PM - 4:30PM
	BUDGET BASICS	HR0881	8/27/26	9:00AM - 12:00PM
	PAYROLL, PEOPLESFT, AND FLSA	HR0815	8/27/26	1:30PM - 4:30PM
	HIRING AND INTERVIEW SKILLS	HR0027	9/3/26	9:00AM - 12:00PM
	SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	9/3/26	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	9/10/26	9:00AM - 12:00PM	
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	9/10/26	1:30PM - 4:30PM	

COHORT 4	COURSE TITLE	CODE	DATE	TIME
	UNDERSTANDING THE INTERNAL STRUCTURE	HR0814	10/1/26	9:00AM - 12:00PM
	INTRODUCTION TO THE ROLE OF THE LEADER	HR0030	10/1/26	1:30PM - 4:30PM
	CIVIL SERVICE RULES	HR0100	10/8/26	SELF-GUIDED
	UNION RELATIONS FOR MANAGERS	HR0780	10/8/26	1:30PM - 4:30PM
	RISK MANAGEMENT: WHAT EVERY MANAGER SHOULD KNOW	HR0052	10/15/26	9:00AM - 12:00PM
	LEAVE ADMINISTRATION	HR0101	10/15/26	1:30PM - 4:30PM
	BUDGET BASICS	HR0881	10/22/26	9:00AM - 12:00PM
	PAYROLL, PEOPLESFT, AND FLSA	HR0815	10/22/26	1:30PM - 4:30PM
	HIRING AND INTERVIEW SKILLS	HR0027	10/29/26	9:00AM - 12:00PM
	SJC PERFORMANCE EVALUATION GUIDELINES	HR0057	10/29/26	1:30PM - 4:30PM
COMMUNICATION & CONFLICT	HR0008	11/5/26	9:00AM - 12:00PM	
INTRO TO PROGRESSIVE DISCIPLINE	HR0029	11/5/26	1:30PM - 4:30PM	

# DFLS: 2026 TRAINING SCHEDULE



COHORT 1	COURSE TITLE	CODE	DATE	TIME
	UNDERSTANDING THE COUNTY STRUCTURE	HR0816	4/2/26	9:00AM - 12:00PM
	SO YOU WANT TO BE A SUPERVISOR?	HR0817	4/2/26	1:30PM - 4:30PM
	BUDDY TO BOSS	HR0818	4/9/26	9:00AM - 12:00PM
	THE 1ST LINE SUPERVISOR	HR0819	4/6/26	1:30PM - 4:30PM

COHORT 2	COURSE TITLE	CODE	DATE	TIME
	UNDERSTANDING THE COUNTY STRUCTURE	HR0816	9/17/26	9:00AM - 12:00PM
	SO YOU WANT TO BE A SUPERVISOR?	HR0817	9/17/26	1:30PM - 4:30PM
	BUDDY TO BOSS	HR0818	9/24/26	9:00AM - 12:00PM
	THE 1ST LINE SUPERVISOR	HR0819	9/24/26	1:30PM - 4:30PM