

Workforce Development

FY24/25 Schedule of Fall Classes

Foundational Skills — Tier 2

Individual Contributor *Classes available to all County employees*

Class	Date	Format	Click to register
County Career Planning	September 19th 9-12	Virtual	County Water HSD
Essential Time Management Strategies	September 24th 8:30-12:30	In-Person	County Water HSD
Introduction to Analytical Staff Work	October 1st 12:30-4:30	Virtual	County Water HSD
Project Management for Non-Project Managers	October 8th 8:30-12:30	Virtual	County Water HSD
Critical Thinking	October 9th 1-4:30	Virtual	County Water HSD
Communication and Listening	October 23rd 9-12	Virtual	County Water HSD
Managing Stress: Yours and Others	October 24th 12:30-4:30	In-Person	County Water HSD
Emotional Intelligence	October 24th 12:30-4:30	Virtual	County Water HSD
Managing Personal Transitions & Change	October 30th 9-12	In-Person	County Water HSD
Conflict Transformation	November 5th 8:30-12:30	In-Person	County Water HSD
Data Visualization and Storytelling	November 6th 12:30-4:30	Virtual	County Water HSD
County Career Planning	November 14th 9-12	Virtual	County Water HSD
Transitioning to a Lead Worker Role	November 14th 12:30-4:30	In-Person	County Water HSD
The Art of Interviewing	November 20th 12:30-4:30	In-Person	County Water HSD
Effective Communication Skills	December 3rd 9-4	In-Person	County Water HSD
Time & Energy Management	December 10th 12:30-4:30	In-Person	County Water HSD
Writing for Results	December 11th 8:30-12:30	Virtual	County Water HSD
Critical Decision Making	December 19th 8:30-12:30	Virtual	County Water HSD

Emerging Leader — Tier 3

Available to County employees who supervise direct reports, **OR** lead a unit/team **OR** oversee services/programs.

Class	Date	Format	Click to register
Recruit. Select. Hire!	September 11th 8:30-12	In-Person	County Water HSD
Conflict in the Workplace	September 18th 12:30-4:30	In-Person	County Water HSD
Communication Skills for Leaders	September 24th 1-4	Virtual	County Water HSD
Presentation Skills Training	September 25th 9-4	In-Person	County Water HSD
Problem Solving and Decision-Making	October 15th 12:30-4:30	Virtual	County Water HSD
Facilitation Skills Workshop	October 16th 9-12 + 17th 1-4	Virtual	County Water HSD
Leading Change	October 22nd	In-Person	County Water HSD
Effective Feedback Conversations	November 7th	In-Person	County Water HSD
Performance Management	November 12th	In-Person	County Water HSD
Emotional Intelligence for Emerging Leaders	November 13th	In-Person	County Water HSD
Coaching and Mentoring	November 19th	In-Person	County Water HSD
Staff Engagement	November 21st	In-Person	County Water HSD
Tough Conversations	December 3rd	In-Person	County Water HSD
Recruit. Select. Hire!	December 11th	In-Person	County Water HSD
Project Management	December 12th	In-Person or Virtual	County Water HSD

Workforce Development

FY24/25 Schedule of Spring Classes

Foundational Skills — Tier 2

Individual Contributor *Classes available to all County employees*

Class	Date	Format	Click to register
County Career Planning	January 16th 9-12	Virtual	County Water HSD
County Career Planning	April 16th 9-12	Virtual	County Water HSD

Additional Tier 2 Class Offerings Coming Soon!

Emerging Leader — Tier 3

Available to County employees who supervise direct reports, **OR** lead a unit/team **OR** oversee services/programs.

Class	Date	Format	Click to register
Communication Skills for Leaders	January 21st 1-4	In-Person	County Water HSD
Problem Solving and Decision-Making	January 22nd 8:30-12:30	In-Person	County Water HSD
Leading Change	January 22nd 12:30-4:30	Virtual	County Water HSD
Presentation Skills Training	February 5th 9-4	In-Person	County Water HSD
Effective Feedback Conversations	February 20th 12:30-4:30	In-Person	County Water HSD
Recruit. Select. Hire!	February 20th 1-4:30	In-Person	County Water HSD
Conflict in the Workplace	March 4th 12:30-4:30	In-Person	County Water HSD
Project Management	March 11th 8:30-12:30	In-Person or Virtual	County Water HSD
Performance Management	March 13th 8:30-12:30	In-Person	County Water HSD
Coaching and Mentoring	March 19th 8:30-12:30	In-Person	County Water HSD
Staff Engagement	March 20th 12:30-4:30	In-Person	County Water HSD
Facilitation Skills Workshop	April 9th 9-12 + April 10th 1-4	Virtual	County Water HSD
Tough Conversations	April 15th 1-4	In-Person	County Water HSD
Emotional Intelligence for Emerging Leaders	April 24th 9-12	In-Person	County Water HSD
Recruit. Select. Hire!	May 21st 1-4:30	In-Person	County Water HSD

Don't forget to consider all your training options...

Web-Based Trainings

Explore self-paced courses that allow you to learn anytime, anywhere!
Learn at your own pace! Flexibility that fits your schedule!