



April through September 2017 Class List

Date	Time	Course Name	County	Public/Non Profit	Private
4/4	8:30am – 10:00am or 10:30am – 12:00pm	Office Ergonomics	No Fee	\$100	\$150
4/4	1:00pm – 5:00pm	Performance Management I: Planning for Performance	No Fee	NA	NA
4/6	8:30am – 4:30pm	Performance Management II: Discipline & Documentation	No Fee	NA	NA
4/12	9:00am – 12:00pm	Leaves, Leaves and More Leaves (LCW)	\$35	NA	NA
4/12	1:00pm – 4:00pm	Public Sector Employment Law Update (LCW)	\$35	NA	NA
4/13	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$175	\$225
4/13	9:00am – 12:00pm	Procurement 101: Overview Workshop	No Fee	NA	NA
4/19	8:30am – 3:30pm	Making the Transition to Leadership: From Buddy to Boss	No Fee	\$175	\$225
4/19	9:00am – 4:30pm	Microsoft Access 2013 Intermediate	\$175	\$175	\$225
4/20	8:30am – 12:30pm	Managing within Disability Laws & Leaves	No Fee	NA	NA
4/20	9:00am – 4:30am	Microsoft Word 2013 Intermediate	\$175	\$175	\$225
4/25	1:00pm – 5:00pm	Political Astuteness	No Fee	\$100	\$150
4/26	8:30am – 12:30pm	Financial Management for Non-Financial Managers	No Fee	\$100	\$150
4/27, 5/4, 5/11, 5/18, 5/25 & 6/1 Six Day Series	8:30am – 3:30pm	ALCO Supervisor Development Program (SDP)	No Fee	\$1050	\$1350
5/2	8:30am – 12:30pm	Communicating & Relating: Breaking Down Barriers in the Workplace (DiSC)	No Fee	\$100	\$150
5/3	8:30am – 4:30pm	Labor Relations 101	No Fee	NA	NA
5/9	8:30am – 12:30pm	Building a Successful Partnership with your Supervisor	No Fee	\$100	\$150
5/10	8:30am – 12:30pm	Wellness, Safety and Health	No Fee	NA	NA



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Date	Time	Course Name	County	Public/Non Profit	Private
5/16 & 5/17 Two Day Course	9:00am – 4:30pm	Contemporary Business Writing	\$350	\$350	\$420
5/17	9:00am – 12:00pm	Disciplinary and Harassment Investigations: Who, What, When and How (LCW)	\$35	NA	NA
5/17	1:00pm – 4:00pm	Difficult Conversations (LCW)	\$35	NA	NA
5/18	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$175	\$225
5/23	8:30am – 12:30pm	Developing Effective Teams	No Fee	\$100	\$150
5/24	8:30am – 12:30pm	Navigating within a Civil Service System	No Fee	NA	NA
5/30	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$175	\$225
6/1	9:00am – 4:30pm	Microsoft Word 2013 Advanced	\$190	\$190	\$240
6/5	9:00am – 12:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
6/6, 6/13, 6/2 (Three Day Series)	8:30am – 3:30pm	Career Essentials Series	No Fee	\$525	\$675
6/7, 6/14, 6/21, 6/28, 7/5, 7/12 (Six, Half-day Series)	8:30am – 12:30pm	Developing the Leader in You Series	No Fee	\$600	\$900
6/8	9:00am – 4:30pm	Microsoft Access 2013 Advanced	\$190	\$190	\$240
6/12	1:00pm – 4:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
6/15	8:30am – 12:30pm	Promoting Employee Engagement	No Fee	\$100	\$150
6/15	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$190	\$240
6/22	8:30am – 12:30pm	Strengths Based Leadership	No Fee	\$100	\$150
6/22	9:00am – 4:30pm	Microsoft SharePoint 2013: Basic	\$175	\$175	\$225
6/27	8:30am – 12:30pm	Behavioral Emotional Intelligence (BEQ)	\$100	\$100	\$150
6/29	8:30am – 12:30pm	Coaching for Managers	No Fee	\$100	\$150



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Date	Time	Course Name	County	Public/No n Profit	Private
6/29	9:00am – 4:30pm	Microsoft Visio 2013 Fundamentals	\$175	\$175	\$225
7/10	8:30am –12:30pm	Performance Management I: Planning for Performance	No Fee	NA	NA
7/11	8:30am – 4:30pm	Performance Management II: Discipline & Documentation	No Fee	NA	NA
7/11	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	\$175	\$175	\$225
7/13	9:00am – 12:00pm	Procurement 101: Overview Workshop	No Fee	NA	NA
7/18	8:30am – 12:30pm	Conflict Management	No Fee	\$100	\$150
7/19	9:00am – 4:30pm	Microsoft Project 2013 Basic	\$175	\$175	\$225
7/20	8:30am – 12:30pm	StrengthsFinders	No Fee	\$100	\$150
7/20	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$175	\$225
7/20	1:00pm – 5:00pm	Diversity and Inclusion	No Fee	NA	NA
7/25	9:00am – 12:00pm	Microsoft Excel 2013: Data Analysis with Power Pivot	\$100	\$100	\$150
7/26 & 8/2 Two Day Course	8:30am – 4:30pm	7 Habits for Managers	\$350	\$350	\$420
7/27, 8/3, 8/10, 8/17, 8/24 & 8/31 Six, Half-day Series	8:30am – 12:30pm	ALCO Team Lead Development Program (TLDP)	No Fee	\$600	\$900
8/1, 8/8 (Two Day Course)	8:30am – 4:30pm	7 Habits of Highly Effective People	\$350	\$350	\$420
8/9	1:00pm – 2:30pm or 3:00pm – 4:30pm	Office Ergonomics	No Fee	\$100	\$150
8/10	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$175	\$225
8/15	8:30am – 4:30pm	Labor Relations 101	No Fee	NA	NA



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Date	Time	Course Name	County	Public/Non Profit	Private
8/16	9:00am – 4:30pm	Microsoft PowerPoint 2013 Fundamentals	\$175	\$175	\$225
8/16	8:30am – 12:30pm	Navigating within a Civil Service System	No Fee	NA	NA
8/22	8:30am – 12:30pm	Building a Successful Partnership with your Supervisor	No Fee	\$100	\$150
8/23	9:00am – 4:30pm	Microsoft PowerPoint 2013 Intermediate	\$175	\$175	\$225
8/24	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$175	\$225
8/29	8:30am – 4:30pm	Focus Your Priorities: 5 Choices for Extraordinary Productivity	\$175	\$175	\$225
8/30	8:30am – 12:30pm	Managing within Disability Laws and Leaves	No Fee	NA	NA
9/12	8:30am – 12:30pm	Developing Effective Teams	No Fee	\$100	\$150
9/12	9:00am – 4:30pm	Microsoft Access 2013 Intermediate	\$175	\$175	\$225
9/13	9:00am – 12:00pm	Preventing Workplace Harassment, Discrimination and Retaliation (LCW)	\$35	NA	NA
9/13	1:00pm – 4:00pm	Performance Management: Evaluation, Documentation and Discipline (LCW)	\$35	NA	NA
9/14	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$190	\$240
9/19	9:00am – 4:30pm	Developing and Delivering Effective Presentations for Managers	\$175	\$175	\$225
9/20	8:30am – 3:30pm	Transitioning to Leadership: From Buddy to Boss	No Fee	\$175	\$225
9/26	8:30am – 4:30pm	Leading at the Speed of Trust	\$175	\$175	\$225
9/28, 10/5, 10/12, 10/19, 10/26, 11/2 (Six, Half-day Series)	8:30am – 12:30pm	Developing the Leader in You Series	No Fee	\$600	\$900

To **REGISTER** online for any of our classes, type <http://alameda.netkeepers.com/TPOne/TPOne.dll/Home> . To **VIEW** our **REGISTRATION MANUAL**, or to access our **ONLINE REGISTRATION POLICIES & PROCEDURES** for fee classes and details, type in <http://trainingcenter.acgov.org/learners/upcoming-classes/> into a web browser. For **QUESTIONS**, call the Training & Education Center at 510-272-6467 or email aclearningcenter@acgov.org. Please call (510) 272-6467 for more details. **Classes can be customized for your organization and held on site.**