



## October through December 2017 Class List

Date	Time	Course Name	County	Public/ Non Profit	Private
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
9/21	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$175	\$225
9/21	8:30am – 12:30pm	Financial Management for the Non-Financial Manager	No Fee	\$100	\$150
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
10/3	8:30am – 4:30pm	Labor Relations	No Fee	NA	NA
10/3	9:00am – 4:30pm	Microsoft Word 2013 Intermediate	\$175	\$175	\$225
10/4, 10/11, 10/18, 10/25, 11/1 & 11/8 (six day series)	8:30am – 3:30pm	ALCO Supervisor Development Program (SDP)	No Fee	\$1050	\$1350



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10/5	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$175	\$225
10/10	8:30am – 4:30pm	Project Essentials for the Unofficial Project Manager	\$175	\$175	\$225
10/16	8:30am – 12:30pm	Performance Management I: Planning for Performance	No Fee	NA	NA
10/17	8:30am – 4:30pm	Performance Management II: Discipline and Documentation	No Fee	NA	NA
10/18	9:00am – 12:00pm or 1:00pm – 4:00pm	Transition to Office 365*	\$100	\$100	\$150
10/19	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$175	\$225
10/24	8:30am – 12:30pm	Writing at Work	\$100	\$100	\$150
10/25	9:00am – 12:00pm	Risk Management Skills for the Front Line Supervisor (LCW)	\$35	NA	NA
10/25	1:00pm – 4:00pm	Issues and Challenges Regarding Drugs and Alcohol in the Workplace (LCW)	\$35	NA	NA
10/31	8:30am – 12:30pm	Effective Email	\$100	\$100	\$150
10/31	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$190	\$240
11/2	9:00am – 4:30pm	Microsoft Visio 2013 Basics	\$175	\$175	\$225
11/6	1:00pm – 5:00pm	Managing within Disability Laws and Leaves	No Fee	NA	NA
11/7	8:30am – 12:30pm	StrengthsFinder	No Fee	\$100	\$150
11/9	1:00pm – 2:30pm or 3:00pm – 4:30pm	Office Ergonomics	No Fee	\$100	\$150
11/14	8:30am – 12:30pm	Conflict Management	No Fee	\$100	\$150
11/14	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$175	\$225
11/15	8:30am – 12:30pm	Navigating within a Civil Service System	No Fee	NA	NA
11/16	8:30am – 12:30pm	Wellness, Safety and Health	No Fee	NA	NA
11/16	1:00pm – 5:00pm	Microsoft Excel 2013 Intermediate	No Fee	\$100	\$150



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11/16	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$175	\$225
11/28	8:30am – 12:30pm	Promoting Employee Engagement	No Fee	\$100	\$150
11/29	9:00am – 4:30pm	Meeting and Facilitation Skills for Managers and Supervisors	\$175	\$175	\$225
11/30	8:30am – 12:30pm	Being a Successful Remote Worker	No Fee	\$100	\$150
12/4	9:00am – 12:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
12/5	8:30am – 12:30pm	Coaching: Bringing out the Best in Others	No Fee	\$100	\$150
12/5	9:00am – 4:30pm	Adobe Professional Acrobat X Advanced: Creating PDF Forms	\$235	\$235	\$275
12/6	8:30am – 12:30pm	Behavioral Emotional Intelligence (BEQ)	\$100	\$100	\$150
12/6	9:00am – 12:00pm or 1:00pm – 4:00pm	Transition to Office 365*	\$100	\$100	\$150
12/7	1:00pm – 5:00pm	Political Astuteness	No Fee	\$100	\$150
12/8	1:00pm – 4:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
12/12	8:30am – 3:30pm	Making the Transition to Leadership: From Buddy to Boss	No Fee	\$175	\$225
12/12	9:00am – 4:30pm	Microsoft Word 2013 Advanced	\$190	\$190	\$240
12/13	9:00am – 4:30pm	Microsoft PowerPoint 2013 Intermediate	\$175	\$175	\$225
12/13	9:00am – 12:00pm	Procurement 101: Overview Workshop	No Fee	NA	NA
12/14	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$190	\$240
12/14	8:30am – 3:30pm	Coaching for Managers	No Fee	\$175	\$225

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](mailto:aclearningcenter@acgov.org). Please call (510) 272-6467 for more details. **Classes can be customized for your organization and held on site.**

*Where Learning Happens!*