



## January to March 2018 Class List

Date	Time	Course Name	County	Public/ Non Profit	Private
1/18/2018	8:30am – 12:30pm	<b>Writing Effective Grant Proposals: The Basics</b> 	No Fee	\$100	\$150
1/23/2018	9:00am – 4:30pm	<b>Microsoft Excel 2013 Fundamentals</b>	\$175	\$200	\$225
1/24/2018	8:30am – 12:30pm	<b>Performance Management I: Planning for Performance</b>	No Fee	\$100	\$150
1/25/2018	9:00am – 4:30pm	<b>Microsoft Word 2013 Fundamentals</b>	\$175	\$200	\$225
1/30/2018	8:30am – 12:30pm	<b>Behavioral Emotional Intelligence (BEQ)</b>	\$25	\$100	\$150
1/30/2018	9:00am – 4:30pm	<b>Microsoft Access 2013 Fundamentals</b>	\$175	\$200	\$225
1/31/2018	8:30am – 4:30pm	<b>Performance Management II: Discipline and Documentation</b>	No Fee	NA	NA
2/1/2018	8:30am – 12:30pm	<b>Effective Email</b>	\$100	\$125	\$150
2/1/2018	9:00am – 4:30pm	<b>Microsoft Outlook 2013 Fundamentals</b>	\$175	\$200	\$225
2/6/2018	8:30am – 12:30pm	<b>Writing Performance Reviews the SMART Way</b>	\$100	\$125	\$150
2/6/2018	9:00am – 4:30pm	<b>Microsoft OneNote 2013</b>	\$175	\$200	\$225
2/7/2018	8:30am – 12:30pm	<b>Strengths Based Leadership</b>	\$25	\$100	\$150
2/7/2018	9:00am – 4:30pm	<b>Microsoft Excel 2013 Intermediate</b>	\$175	\$200	\$225
2/8/2018	9:00am – 4:30pm	<b>Microsoft PowerPoint 2013 Fundamentals</b>	\$175	\$200	\$225
2/8/2018	1:00pm – 5:00pm	<b>Managing within Disability Laws and Leaves</b>	No Fee	NA	NA
2/20/2018	8:30am – 12:30pm	<b>Building a Successful Partnership with your Supervisor</b>	No Fee	\$100	\$150
2/21/2018	8:30am – 3:30pm	<b>Making the Transition to Leadership: From Buddy to Boss</b>	No Fee	\$200	\$225
2/27/2018	9:00am – 4:30pm	<b>Microsoft Word 2013 Intermediate</b>	\$175	\$200	\$225

Registration at:  
[alameda.netkeepers.com](http://alameda.netkeepers.com)

125 Twelfth Street, Suite 400 Oakland, California 94607  
[trainingcenter.acgov.org](http://trainingcenter.acgov.org)  
 Phone: (510) 272- 6467  
 Fax: (510) 208- 4848

Details, prices and policies at:  
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Date	Time	Course Name	County	Public/ Non Profit	Private
2/28/2018	8:30am –12:30pm	Coaching for Non-Managers	\$25	\$100	\$150
2/28/2018	9:00am –12:00pm	Microsoft Excel 2013: Data Analysis with Power Pivot	\$100	\$125	\$150
3/1/2018	8:30am –12:30pm	Risk Management 101: Safety, Workers' Compensation and Employee Wellness	No Fee	NA	NA
3/1/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
3/6 & 3/7 <i>Two-day Course</i>	8:30am – 4:30pm	Grammar Fundamentals	\$350	\$385	\$420
3/6/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
3/8, 3/15, 3/22, 3/29, 4/5 & 4/12 <i>Six-day program</i>	8:30am – 3:30pm	ALCO Supervisor Development Program (SDP)	No Fee	\$1,050	\$1,350
3/12 & 3/19 <i>Two-day course</i>	8:30am – 4:30pm	The 7 Habits for Managers	\$350	\$385	\$420
3/13/2018	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	\$175	\$200	\$225
3/14/2018	9:00am – 4:30pm	Microsoft Visio 2013 Basics	\$175	\$200	\$225
3/20/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Intermediate	\$175	\$200	\$225
3/21/2018	8:30am – 3:30pm	Coaching for Managers	\$25	\$200	\$225
3/21/2018	9:00am – 4:30pm	Adobe Acrobat Professional X Fundamentals	\$235	\$255	\$275
3/27/2018	9:00am –12:00pm or 1:00pm – 4:00pm	Transition to Office 365*	\$100	\$125	\$150
3/28/2018	8:30am – 12:30pm	Navigating within a Civil Service System	No Fee	NA	NA
3/28/2018	9:00am – 4:30pm	Microsoft Project 2013 Basic	\$175	\$200	\$225
3/29/2018	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$215	\$240
4/16 & 4/23 <i>Two-day course</i>	8:30am – 4:30pm	The 7 Habits of Highly Effective People	\$350	\$385	\$420

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