



January – March 2020

Quarterly Schedule

The Training & Education Center is excited for 2020, celebrating 25 years of innovative learning and state-of-the-art meeting and conference space.

During this milestone year, we invite you to enhance your professional development through one of the many training opportunities.

If you want to thrive, remain competitive, and contribute to our dynamic workplace, let 2020 be the year you take action.

Finances for Non-Financial Managers Part I – January 15

This class is aimed at managers from disciplines other than finance who wish to better understand financial concepts and how they are used. Why should non-financial managers even care about finance? It is hard to understand key strategic and management challenges without a grasp of budgets and finance. Having knowledge of the specialized nomenclature, rules and policies of the finance area, and being able to understand and engage successfully with finance staff will improve a manager's effectiveness.

8:30 am – 12:30 pm | County: No Fee | Public/ Non-Profit: \$125 | Private: \$150

Finances for Non-Financial Managers Part II – January 22

This is a continuation of Part I and will review concepts from the first training and go into more depth on issues related to budgeting positions, contracting, audits and sources of revenue. This training has a particular focus on County budgets but will be applicable to many public sector and private agencies.

8:30 am – 12:30 pm | County: No Fee | Public/ Non-Profit: \$125 | Private: \$150

Building a Successful Partnership with Your Supervisor – January 23

Learn how to work with your supervisor toward mutually agreed-upon goals that are in the best interests of you, your supervisor, and your organization. Participants will learn how building a strong relationship with your supervisor can increase your effectiveness and make your work life easier.

9:00am – 12:30pm | County: No Fee | Public/ Non-Profit: \$100 | Private: \$150

Coaching for Managers – January 28

The best managers are great coaches. Are you one? Coaching helps you to develop, inspire, and motivate employees to better serve others. This session is specifically aimed at supervisors and managers wanting to acquire foundational coaching skills to help them better support the people they manage.

9:00am – 4:30pm | County: \$25 | Public/ Non-Profit: \$60 | Private: \$100

Focus Your Priorities: 5 Choices to Extraordinary Productivity – January 30

The "5 Choices" Covey program provides guiding principles on how to focus your time and energy on your work & home life's most important objectives. When we deliberately pay attention to the most important things amidst the distractions, we can harness the opportunities and technologies available today and soar to creative and innovative heights.

9:00am – 5:00pm | County: \$215 | Public/ Non-Profit: \$240 | Private: \$260

Peer Coaching – February 4

You don't have to be a supervisor to coach someone. Many of us help to coach others on a regular basis, our colleagues, clients, family, etc. Coaching is giving people support and encouragement so they can solve problems on their own, take risks, make decisions, and tackle new challenges. In this half-day course, you will learn to be more aware of daily coaching opportunities and develop skills to coach effectively.

9:00am – 12:30pm | County: \$25 | Public/ Non-Profit: \$100 | Private: \$150

StrengthsFinder – February 6

Did you know that people who use their strengths daily are six times more likely to be engaged, satisfied, and productive on the job and less likely to experience stress or anxiety? In this half-day class, you will use the StrengthsFinder assessment to discover your natural talents and special interests. Through reflection, discussions, and group activities, you will begin to understand how to articulate and apply your unique value in a way that is deeper than the stereotypical phrases we often use to describe ourselves.

9:00am – 12:30pm | County: \$25 | Public/ Non-Profit: \$60 | Private: \$100

Leading with Trust – February 26

Trust-related problems like redundancy, bureaucracy, fraud, and turnover put the skids on productivity, divert resources, squander opportunities, and chip away at an organization's brand/reputation. On the other hand, leaders who make building trust in the workplace an explicit goal of their jobs elevate trust to a strategic advantage— accelerating growth, enhancing innovation, improving collaboration and execution. Leading at the Speed of Trust is a highly interactive workshop that engages leaders in the real work of identifying and closing the trust gaps that exist in your organization. Instead of paying outrageous "Trust Taxes," your organization can begin to realize "Trust Dividends."

9:00am – 5:00pm | 25th Anniversary Special: \$25 For All

7 Habits of Highly Effective People – February 27 & 28

7 Habits helps your organization achieve sustained, superior results by focusing on improving the effectiveness of individuals and leaders. Participants gain hands-on experience, applying timeless principles that yield greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities.

9:00am – 5:00pm | 25th Anniversary Special: \$25 For All

Developing the Leader in You – February 27, March 5, 12, 19, 26 & April 2

Six Half-Day Series for the Aspiring and Emerging Leader

9:00am – 12:30pm | County: \$25 | Public/ Non-Profit: \$360 | Private: \$600

Communicating and Relating: Breaking Down Barriers in the Workplace (DiSC) – March 3

PM DiSC is a model of human behavior that helps people understand "why they do what they do." The DiSC looks at four primary dimensions (Dominance, Influencing, Steadiness, and Conscientiousness) that make up the DiSC model and interact with other factors to describe the typical behavioral styles of individuals. The class is intended to help you understand behavioral tendencies, appreciate how behavior affects others, develop strategies for improving relationships and productivity, and respect, appreciate and value differences.

9:00am – 12:30pm | County: \$35 | Public/ Non-Profit: \$100 | Private: \$150

Conflict Management – March 11

Conflict seems inevitable, especially in the workplace. No matter how well we normally get along with the people we work with, occasionally conflicts will occur. What are the sources of conflict and how do we respond to conflict? Is conflict ever constructive? This workshop will examine the nature of conflict, the different ways people handle conflict, and methods to cope with conflict.

1:00pm – 4:30pm | County: \$25 | Public/ Non-Profit: \$60 | Private: \$100

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Emotional Intelligence (EQ) – March 18

In this session, we will explore the unique intersection of the Head & Heart through Emotional Intelligence. Studies have shown that emotional intelligence competencies account for the difference between star performers and average performers, particularly in positions of leadership. Using EQ is an approach that shows how behaviors can be used to put emotional intelligence into action. It identifies skills that can be learned and developed, turning an interesting concept into a powerful workplace advantage.

9:00am – 12:30pm | County: \$25 | Public/ Non-Profit: \$60 | Private: \$100

Stay Tuned for Leading with Emotional Intelligence for supervisors, leads and managers!

Preventing and Responding to Sexual Harassment and Abusive Conduct – March 18

The goal of this training is to assist managers in better understanding sexual harassment in the workplace, including federal and state laws, County policy, the consequences of harassment, how to prevent sexual harassment, how to handle sexual harassment claims, and how to maintain a respectful workplace. This training meets the requirements of California law AB 1825, for sexual harassment, and law AB 2053 for abusive conduct. For Alameda County Staff Only: CAO Line Staff, New Managers, New Supervisors and New Leads.

1:00pm – 4:00pm | County: No Fee | Public/ Non-Profit: N/A | Private: N/A

Strengths-Based Leadership – March 24

What is the path to becoming a great leader? It starts with understanding your strengths. Great leaders have a deep knowledge of their own strengths and develop the strengths of their followers. Discover how you can leave a positive leadership legacy and inspire your followers in Strengths Based Leadership. It is a prerequisite that participants of this training currently function as supervisors.

1:00pm – 4:30pm | County: \$25 | Public/ Non-Profit: \$60 | Private: \$100

Planning for Development: Coaching for Improved Performance – March 25

Good performance starts with clear goals, making sure that people understand what they are being asked to do and what good performance looks like. Through discussion and role play, managers and supervisors will be better able to set appropriate performance goals, provide on-going coaching and feedback, and ensure optimal performance from motivated employees. It is a prerequisite that participants of this training currently function as supervisors.

1:00pm – 4:30pm | County: No Fee | Public/ Non-Profit: \$100 | Private: \$150

Understanding and Coping with Change – March 31

Whether it's upsizing, downsizing, relocation, new processes, or a complete reorganization; organizational change is inevitable. It is important to not just survive organizational change, but thrive in it, and empower yourself to take control and recognize new opportunities. In this workshop, you will learn the essential skills needed to handle change. These skills include a willing-ness to take risks, having an openness to the unknown, and being able to manage yourself through change.

9:00am – 12:30pm | County: No Fee | Public/ Non-Profit: \$100 | Private: \$150

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