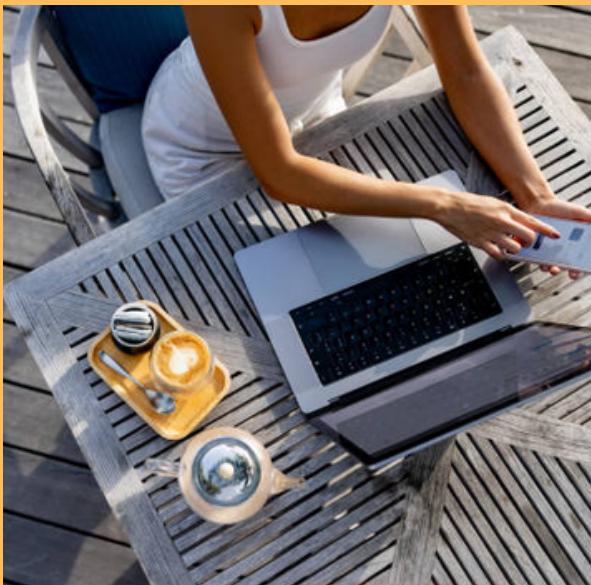


MAY 2024



Alameda County Training & Education Center

MAY NEWS



- NEW LIVE INSTRUCTOR-LED COURSES ADDED TO THE TRAINING SCHEDULE.
- CHECKOUT TEC'S FEATURED TRAININGS.
- HONORING MOTHER'S DAY.
- HONORING MEMORIAL DAY.
- HONORING CINCO DE MAYO.
- RESERVE A ROOM FOR YOUR NEXT EVENT OR MEETING.



CONTACT US FOR MORE DETAILS
510 272-6467 | aclearning@acgov.org
www.trainingcenter.acgov.org

MAY NEWS

TRAINING SCHEDULE

This month TEC has added over ten new Live Instructor Led trainings to the schedule with many more to come soon. You can view our full list of upcoming classes on our website or [click here](#). Check out Featured Trainings highlighted below.

FEATURED TRAININGS

MAKING THE TRANSITION FROM STAFF TO MANAGER

JUNE 12TH

(VIRTUAL WITH LIVE INSTRUCTOR FROM 9AM TO 12PM)

Open to Alameda County and External Participants

In this engaging instructor led course, participants will learn and explore key skills needed as a successful newly promoted leader.

MICROSOFT POWERPOINT FUNDAMENTALS

JUNE 25TH

(VIRTUAL WITH LIVE INSTRUCTOR FROM 9AM TO 12PM)

Open to Alameda County and External Participants

Learn how to create and deliver an engaging PowerPoint presentation in this course. Practice navigating and performing common tasks in PowerPoint, such as opening, viewing, editing, saving, and printing documents, and configuring the application. Participants learn how to perform advanced text editing operations, repetitive operations efficiently using tools such as Find and Replace and Format Painter, inserting symbols, special characters, pictures, and SmartArt and how to prepare to deliver a presentation.

Plan your next event or meeting to be hosted at TEC. Contact us today to learn more details on renting one of our premier facility rooms.

HAPPY MOTHER'S DAY!

As we approach the month of May and embark on Mothers Day, TEC wants to recognize all of the amazing Mothers throughout the world. Mothers contribute significantly to our economy by raising children and working. Data shows in March 2023, 75 percent of mothers in the US with children under the age of 18 years, were actively in the workforce. So from TEC, we thank you and wish each of you a Happy Mother's Day!



HAPPY MEMORIAL DAY!

May we remember those who've made the ultimate sacrifice for our freedom.



HAPPY CINCO DE MAYO!

Cinco de Mayo is a yearly celebration held on May 5 to celebrate Mexico's victory over the Second French Empire at the Battle of Puebla in 1862.



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