

COUNTY OF ALAMEDA TRAINING & EDUCATION CENTER



2025 COURSE SCHEDULE

COUNTY OF ALAMEDA TRAINING & EDUCATION CENTER
125 TWELFTH STREET, SUITE 400, OAKLAND CA 94607-6467

PHONE: 510.272.6467 | EMAIL: ACLEARNINGCENTER@ACGOV.ORG
FOLLOW OUR WEBSITE FOR UPDATED SCHEDULING DETAILS: (HRS.ALAMEDACOUNTYCA.GOV/TRAINING-EDUCATION-CENTER/)

TO REGISTER FOR TRAINING [CLICK HERE](#) OR EMAIL ACLEARNINGCENTER@ACGOV.ORG



DEVELOPING & LEADING OTHERS

Supervising Virtual Employees

January 23 | 9:00 a.m. – 12:00 p.m.

Leading remote teams is now a common occurrence. Working virtually offers unique advantages and challenges. But how do you best leverage these benefits while overcoming impediments? This course will teach you to adjust your leadership style to successfully improve communication, foster connections, increase productivity, and develop highly successful remote and virtual teams.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Introduction to DEI: Beyond the Surface - Building a Culture of Belonging

January 28 | 9:00 a.m. – 1:00 p.m.

Discover how diversity, equity, and inclusion extend far beyond traditional categories to encompass the rich tapestry of human experience - from thinking styles and problem-solving approaches to life experiences and professional backgrounds. In this eye-opening workshop, explore how our unique perspectives, work styles, communication preferences, and lived experiences shape our workplace interactions and drive innovation. Through engaging discussions and real-world scenarios, you'll gain practical tools to leverage these differences to create stronger teams and better outcomes. Perfect for anyone looking to understand how embracing our full spectrum of differences creates a more dynamic, innovative, and welcoming workplace where everyone can contribute their best work!

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Managing Virtual Teams

January 30 | 9:00 a.m. – 1:00 p.m.

Building and developing virtual teams requires augmenting traditional approaches, such as selection, onboarding, digital tools, culture, communication, team bonding, goal delegation, project management, etc. This course is for leaders to enhance approaches in these areas.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Supervisory Development Program (SDP)

February 26, March 5, 12, 19, 26 & April 2 (Six Weeks) | 9:00 a.m. – 4:00 p.m.

*Note: This six-day SDP Series is for Supervisors and Team/Project Leads. **Register for Session One ONLY***

This comprehensive series focuses on the essential skills, mindset, and competencies of a supervisor to be an effective “people manager” (competencies of collaboration) and “strategy manager” (competencies of action). Topics Include:

- Purpose & Core Values
- Situational Leadership
- Performance Management
- Coaching
- Employee Experience
- Growth Mindset
- Team Development & Performance
- Strengths-Based Leadership
- Strategic Management Tools
- Organizational Culture

County Employees: \$50 | Public/Non-Profit: \$50 | Private: \$50

Unconscious Bias & Microaggressions: From Awareness to Action

March 5 | 9:00 a.m. – 4:00 p.m.

Dive deep into understanding how our hidden biases impact workplace interactions and decision-making. This immersive workshop combines compelling research with practical exercises to help you identify and navigate unconscious bias and microaggressions. Learn powerful strategies to interrupt bias in real-time, build authentic connections across differences, and create more equitable workplace practices. You'll leave with concrete tools to foster more inclusive interactions and make better decisions. A must-attend for anyone seeking to enhance their cultural competence and leadership skills!

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Strategies for Ongoing Communication and Follow-up

March 12 | 9:00 a.m. – 1:00 p.m.

In this interactive and virtual instructor-led training, participants explore approaches to cultivate a culture of open communication with ongoing check-ins, open dialogue during meetings for both work-related and personal updates. This training equips participants with strategies for creating an environment for employees to voice concerns, share successes, and offer feedback.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Making the Transition from Staff to Manager

March 13 | 9:00 a.m. – 1:00 p.m.

Transitioning from staff to manager requires a shift in mindset and skillset. Some key skills you'll need to develop to be successful in your new role include:

- Leadership
- Communication
- Building and Leading a High-performance Team
- Delegation
- Time Management
- Problem-solving
- Emotional Intelligence
- Strategic Thinking

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Succession Planning

March 26 | 9:00 a.m. – 1:00 p.m.

In this interactive succession planning course participants are equipped with critical tools and strategies to identify, develop, and retain future leaders. Participants are guided through a proactive process of talent assessment, skills development, and strategic planning to ensure continuity and resilience specific to team/department needs.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Strategic Thinking

April 15 | 9:00 a.m. – 4:00 p.m.

This workshop will explore the means to develop your strategic thinking skills. Strategic thinking is the process of taking a mental picture of the future and taking actions to make that future a reality and involves visioning, analyzing, evaluating, modifying, and integrating.

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Developing The Leader in You Series (DLP)

April 16, 23, 30, May 7, 14, 21 (Six, Half-Days) | 9:00 a.m. - 12:30 p.m.

"Developing the Leader in You" is a dynamic six-part series for emerging and aspiring leaders. This program runs once a week for six weeks. We will delve into core leadership competencies—Reflection, Innovation, Relationship, and Acumen—equipping you to lead effectively from any organizational level. Through assessments, you will build self-awareness and learn about self-management, intentionally building relationships and your unique leadership style. DLP is more than a program—it's a commitment to continuous learning. Join this transformative journey where self-reflection, practice, and aspiration converge to shape you into the effective leader you aspire to be.

County Employees: \$50 | Public/Non-Profit: \$50 | Private: \$50

Leading an Inclusive Organization

April 24 | 9:00 a.m. – 4:00 p.m.

Inclusive Leadership is not just an attitude – it is a set of skills that when put into action bring about an inclusive and diverse organization. If leaders want a more inclusive organization, they must lead the effort. The inclusive leader is collaborative and facilitative rather than command and control. They are transparent rather than operating behind closed doors. They are culturally agile versus anchored to their own world view. They embrace and leverage diversity. They create psychological safety, where people feel empowered to give the best of their talents. This workshop explores the disciplines of inclusive leadership and provides practical skills you can use to create a cultural shift in your organization.

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Fostering Team Cohesion and Performance in a Hybrid Environment

April 30 | 9:00 a.m. – 1:00 p.m.

Learn current tools and strategies required to build rapport, trust, and a strong culture for teams operating in different and remote workspaces, leading to strong team productivity.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Leading Multi-Generational Teams

May 7 | 9:00 a.m. – 4:00 p.m.

As people are choosing to delay retirement and large numbers of Generation Z are entering the workforce, we are seeing more age diversity in the workplace. We have people that watched computer technology start and evolve, and we have people that have never experienced life without a smart phone. This diversity is creating great new opportunities for innovation and creativity, but it also creates communication challenges and conflicts. This workshop discusses the differences in the generations so that you know what motivates them and the best strategies for communicating with each generation and encouraging and guiding them as they learn to communicate with each other.

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Generational Diversity: Bridging the Age Gap

May 8 | 9:00 a.m. – 4:00 p.m.

Unlock the power of cross-generational collaboration in this dynamic workshop! Discover how different generational experiences shape workplace perspectives and communication styles. Through engaging activities and discussions, learn to leverage the unique strengths each generation brings to create more effective teams. Break down age-related stereotypes and build bridges across generational differences. Perfect for teams looking to enhance collaboration and innovation across age groups!

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Strengthening Team Dynamics and Leadership

June 5 | 9:00 a.m. – 1:00 p.m.

In this training, participants are empowered to lead remote teams effectively with learned strategies for effective team building and relationship building remotely and to cultivate a culture of autonomy, accountability, and collaboration.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Virtual Team Building and Socialization

June 11 | 9:00 a.m. – 1:00 p.m.

Join us for a training to learn effective team-building activities and strategies to promote inclusivity and engagement. Participants will also explore creative approaches for celebrating achievements and fostering team spirit within a virtual workspace.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

DEVELOPING INDIVIDUALS

Coaching Fundamentals

January 14 & 15, February 10 & 11, April 8 & 10 or May 20 & 22 (Two, Half-days)

9:00 a.m. – 12:00 p.m.

Coaching is a partnership and process that cultivates self-awareness, generates resources and solutions from within, maximizes potential, and elevates imagination, leadership, and new ways of being. Coaching supports individuals to reflect on what might be in the way of achieving desired outcomes. Coaching enhances personal and professional capacity and performance to be more aligned with the needs, goals and ever-shifting priorities of teams and organizations. This two half-day training provides fundamental coaching principles, skills, and opportunities to practice. The goal is to build a foundation for coaching others, applying a coaching approach, and ongoing development *as a coach*.

County Employees: \$25 | Public/Non-Profit: \$25 | Private: \$25

Career Development Series

January 22, January 29 & February 5 (Three, Half-day Series held In-Person at TEC)

9:00 a.m. – 12:30 p.m.

In today's dynamic work environment, taking charge of your career is essential. While organizations may provide the opportunities, it's up to you to proactively shape your path and align your skills with the needs of the business. Effective career planning helps create a strong match between your strengths and organizational goals, allowing you to position yourself for growth and long-term success.

This series is designed to help you develop a strategic career plan by assessing your skills and interests, setting clear objectives, and crafting a roadmap that aligns with both your professional aspirations and the needs of the organization. You'll also learn how to navigate the application and interview process, ensuring you're prepared to present your best self.
County Employees: \$50 | Public/Non-Profit: \$50 | Private: \$50

Mindfulness & Employee Wellness: Thriving at Work

February 6 or June 26 | 9:00 a.m. – 1:00 p.m.

Transform your workday with practical mindfulness techniques and wellness strategies! This rejuvenating workshop provides powerful tools to manage stress, enhance focus, and maintain work-life harmony. Learn evidence-based practices for staying centered during challenging situations, building resilience, and promoting overall well-being. Experience immediate benefits through guided exercises and develop a personal toolkit for sustainable workplace wellness. Essential for anyone seeking to boost productivity while maintaining balance and peace of mind!

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Facilitation Fundamentals

February 20 | 9:00 a.m. – 1:00 p.m.

Transform your ability to guide productive conversations and lead engaging group sessions! This hands-on workshop equips you with essential facilitation skills to confidently lead meetings, training sessions, and collaborative discussions. Learn proven techniques for encouraging participation, managing group dynamics, and steering conversations toward meaningful outcomes. Through practical exercises and real-time feedback, you'll develop your unique facilitation style while mastering key skills like active listening, powerful questioning, and conflict navigation. Perfect for anyone who leads meetings, manages teams, or wants to create more inclusive and productive group experiences. Leave with a toolbox of practical strategies you can implement immediately to transform any group interaction into a purposeful, engaging experience!

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Effective Time Management Skills

February 27 | 9:00 a.m. – 1:00 p.m.

Effective Time Management skills are crucial for professionals who must balance multiple tasks, projects, and responsibilities. Key skills to focus on like Prioritization, Planning and Scheduling, Delegation, Time Blocking, Saying "No" and Time Tracking. By developing these time management skills, you'll be better equipped to manage your workload, stay on top of deadlines and achieve your organizational goals.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Time Management and Productivity for the Virtual Professional

March 19 | 9:00 a.m. – 1:00 p.m.

Participants learn strategies for effectively setting goals and prioritizing tasks, overcoming common productivity challenges in a remote setting, time-blocking techniques and avoiding distractions for enhanced efficiency and productivity.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Project Management Fundamentals

April 3 | 9:00 a.m. – 4:00 p.m.

The training will provide a thorough understanding of the major project management concepts and activities essential for successful project completion. Key concepts that will be covered in this training include:

- Getting Started with Project Management
- Define the basics of project management
- Project Scope
- Project Planning
- Project Organization
- Project Tracking
- Project Quality Management
- Change Control
- Project Risk Management

Overall, these concepts are all essential for effective project management and ensuring that projects are completed successfully.

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Communication Techniques in a Virtual Environment

April 17 | 9:00 a.m. – 1:00 p.m.

Effective communication skills are essential for managers and leaders in any organization. Some key skills explored in this training include Active Listening; Nonverbal Communication; Empathy; Feedback, and Conflict Resolution. By developing these practical communication skills, participants will be better equipped to build strong relationships with colleagues, foster a positive work environment and achieve organizational goals.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Stress Management

April 22 or June 11 | 9:00 a.m. – 1:00 p.m.

Stress management is the process of identifying and managing the sources of stress in our daily lives. This course will teach individuals how to recognize the physical and emotional symptoms of stress, develop effective relaxation and coping strategies and strengthen personal resilience to stress.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Effective Communication Skills

May 8 | 9:00 a.m. – 1:00 p.m.

Effective communication skills are essential for managers and leaders in any organization. Some key skills explored in this training include Active Listening; Nonverbal Communication; Empathy; Feedback, and Conflict Resolution. By developing these practical communication skills, participants will be better equipped to build strong relationships with colleagues, foster a positive work environment and achieve organizational goals.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Conducting Effective Virtual Meetings

May 15 | 9:00 a.m. – 1:00 p.m.

Navigate technology issues, maintain engagement among participants, ensure clear communication without in-person cues, and manage diverse schedules across time zones.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Conflict Resolution and Problem Solving within Virtual Teams

May 28 | 9:00 a.m. – 1:00 p.m.

Conflict resolution can be more complex when non-verbal cues are missing, and problem-solving often demands more structured deliberate collaboration approaches to compensate for the virtual dynamics. Join us for a training to learn effective strategies for overcoming disconnect and conflict.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Addressing Work's Complexities and Differences

June 4 | 9:00 a.m. – 1:00 p.m.

Difficult conversations are inevitable at work and in life. A misunderstanding, a missed deadline, or an upset boss or customer can result in a difficult conversation. While conflict can be unpleasant, the conversations to resolve can be less painful and produce positive results. Participants will learn best practices for difficult conversations and how to produce better outcomes when faced with conflict.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Remote Collaboration and Project Management

June 12 | 9:00 a.m. – 1:00 p.m.

With a specific focus on the Hybrid/Remote Professional, participants learn tools and methods for collaborative work, effective project planning and task delegation and efficient methods for tracking progress and overcoming obstacles with projects.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

MEDIA SOFTWARE

Microsoft Excel Fundamentals

January 16, April 16, July 22 or October 21 | 9:00 a.m. – 4:00 p.m.

In this course, participants will focus on the basics of creating professional-looking Microsoft Excel Documents. Create/Edit/Save worksheets, perform calculations, use basic formulas, modify worksheets, search/replace data, insert and delete rows and columns, format worksheets, use text and number formats, styles and conditional formats, and print and manage workbooks.

County Employees: \$200 | Public/Non-Profit: \$250 | Private: \$250

Microsoft Outlook Overview

January 23 | 9:00 a.m. – 4:00 p.m.

In this interactive course, participants boost knowledge with utilizing Microsoft Outlook and efficiencies on managing email communications, contacts, calendaring, events, tasks, and notes.

County Employees: \$200 | Public/Non-Profit: \$250 | Private: \$250

Microsoft Excel Pivot Tables

February 6 | 9:00 a.m. – 12:00 p.m.

In this course, participants will work with a live instructor practicing interactive and hands-on learning exercises to enhance knowledge in compiling local and external data sources, creating multiple local data sources, summarizing data, organizing data, filtering and sorting data, formatting tables, refreshing tables creating and editing and formatting pivot charts.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Microsoft Excel Intermediate

February 11, May 14, August 19 or November 6 | 9:00 a.m. – 4:00 p.m.

In this interactive course, participants will explore the power of data analysis and presentation to make informed, intelligent, and organizational decisions. This Excel Intermediate level training will demonstrate how to work with functions, work with lists, analyze data, visualize data with charts, use PivotTables and PivotCharts.

County Employees: \$200 | Public/Non-Profit: \$250 | Private: \$250

Optimize Productivity with Office 365 Planner

March 11 | 9:00 a.m. – 12:00 p.m.

In this Virtual Instructor-Led Training, participants will learn core functions of Microsoft Planner to optimize task management, collaboration, organization, and tracking of various projects and teams. This training will explore how to create plans, assign tasks, set deadlines, monitor progress, and more.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Get Organized with Office 365 OneNote

March 19 | 9:00 a.m. – 12:00 p.m.

In this interactive, virtual instructor-led training participants develop elevated note-taking methods in a digital platform to ultimately enhance productivity and organization skills.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Microsoft Excel Advanced

March 20, June 17, September 17 or December 16 | 9:00 a.m. – 4:00 p.m.

In this advanced-level, interactive, and hands-on Excel Course students will learn, and practice working with multiple worksheets and workbooks, use lookup functions and formula auditing, share and protect workbooks, automate workbook functionality, create sparklines and map data and forecast data.

County Employees: \$250 | Public/Non-Profit: \$300 | Private: \$300

Microsoft Word Fundamentals

March 27 | 9:00 a.m. – 4:00 p.m.

In this course, participants will navigate and perform common tasks in Microsoft Word such as opening, viewing, editing, saving, and printing documents, and configuring the application.

County Employees: \$200 | Public/Non-Profit: \$250 | Private: \$250

Data Analysis with Excel

April 9 | 9:00 a.m. – 1:00 p.m.

This course requires basic to intermediate Excel experience. It is intended for professionals interested in large data analytics, analysis and manipulation using Excel. This training will enhance your experience with Excel Tables, Lists, Table Sorting, Filtering, Summarizing Data, Sort Advanced filters, Group & Outline Data Validation, "What Is" Scenarios and Data Analysis Tools, Pivot Tables Slicers, Timelines Pivot Charts, Formula and Error Analysis ToolPak Functions, XLOOKUP, IFERROR, MATCH, COUNTBLANK, DAYS and NETWORKDAYS functions.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Essentials of Microsoft Forms

April 15 | 9:00 a.m. – 12:00 p.m.

Microsoft Forms is a simple and powerful tool used to gain feedback. In this Virtual Instructor-Led Training participants will learn how to create surveys, quizzes, and polls and explore analytics.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Microsoft Excel Formulas Beginner

April 22 or August 21 | 9:00 a.m. – 12:00 p.m.

Excel Beginning formulas such as Sum, Count, Average, Min, Max, Date and Time Functions, If, And, Or, and Not Functions as well as Understanding Absolute References, Selecting Random data sampling and more.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Collaborating with Microsoft Office 365 Teams

April 29 | 9:00 a.m. – 12:00 p.m.

This course is an interactive virtual facilitated introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment. Learners will practice using Office 365 Suite Apps, how to communicate and collaborate through Microsoft® Teams™ via the messaging and meeting functionality.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Getting Started with OneDrive in Office 365

May 13 | 9:00 a.m. – 12:00 p.m.

In this virtually instructor-led course, participants learn how to navigate the Cloud Storage Application including how to store and access documents, locate files, folders, share files with internal and external contacts, change sharing options, managing file versions and sync files.

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Microsoft PowerPoint Overview

June 10 | 9:00 a.m. – 12:00 p.m.

Learn how to create and deliver engaging PowerPoint presentations 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 to perform advanced text editing, repetitive operations efficiently using tools such as Find and Replace and Format Painter, inserting graphic objects into a document, including symbols, special characters, pictures, and SmartArt, formatting graphical objects and preparing to deliver a presentation

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

Microsoft Excel Formulas Advanced

June 26 or October 23 | 9:00 a.m. – 12:00 p.m.

This course is great for professionals that are looking to advance their excels beyond basic formulas. Participants will master Excel Intermediate/Advanced Formulas such as SUMIF, Concatenate, Text to Columns, Nested If Statements, Iserror, Index, Vlookup, Match, and much more

County Employees: \$150 | Public/Non-Profit: \$200 | Private: \$200

ALAMEDA COUNTY EMPLOYEES ONLY

Procurement Basics

January 29, April 9, July 16, or October 15 | 8:30 a.m. – 12:30 p.m.

The Basic Procurement course is for County staff who are new to procurement. Staff will receive an overview of County procurement policies, procedures, and processes. This four-hour class is designed for staff with limited procurement experience.

County Employees: No Fee | Public/Non-Profit/Private: NA

Office Ergonomics

February 6, April 3, June 5, August 7, October 2 or December 4 | 10:00 a.m. – 11:00 a.m.

This training has been designed for employees who work at computers. This program will help you learn to prevent injuries and improve efficiency on and off the job, assess your own workstation, and make simple adjustments to improve your safety and comfort.

County Employees: No Fee | Public/Non-Profit/ Private: NA

Contracts Management

March 5, May 14, August 13, or November 19 | 8:30 a.m. – 12:30 p.m.

This course is for County staff who are new to Contract Management. Staff will receive an overview of County Contract policies, procedures and processes. This four-hour class is designed for staff with limited contract experience.

Objectives:

- Describe ethics in relationship to the responsibilities of County staff
- Describe the roles and responsibilities of the Client Department, Contracts
- Explain Contract Management & Procedures

County Employees: No Fee | Public/Non-Profit/Private: NA

COUNTY OF ALAMEDA TRAINING & EDUCATION CENTER
125 TWELFTH STREET, SUITE 400, OAKLAND CA 94607-6467

PHONE: 510.272.6467 | EMAIL: ACLEARNINGCENTER@ACGOV.ORG

FOLLOW OUR WEBSITE FOR UPDATED SCHEDULING DETAILS: (HRS.ALAMEDACOUNTYCA.GOV/TRAINING-EDUCATION-CENTER/)

TO REGISTER FOR TRAINING [CLICK HERE](#) OR EMAIL ACLEARNINGCENTER@ACGOV.ORG

