

# 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](mailto:ACLEARNINGCENTER@ACGOV.ORG)

🌐 **FOR UPDATED SCHEDULING DETAILS:**  
[HRS.ALAMEDACOUNTYCA.GOV/TRAINING-EDUCATION-CENTER/](https://HRS.ALAMEDACOUNTYCA.GOV/TRAINING-EDUCATION-CENTER/)

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

# DEVELOPING & LEADING OTHERS

## Managing in a Hybrid Environment

**July 30 | 9:00 a.m. – 1:00 p.m.**

This course is designed for leaders navigating the complexities of managing hybrid teams. Participants will explore effective communication strategies, performance management techniques, and inclusive practices to ensure equity between remote and in-person staff. Emphasis is placed on fostering collaboration, maintaining accountability, and leveraging technology to drive productivity. The course also addresses change management and the cultural impact of hybrid work models. By the end, managers will be equipped to build trust, lead with clarity, and support team engagement in a dynamic workplace environment.

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

## Making the Transition from Staff to Manager

**August 6 | 9:00 a.m. – 1:00 p.m.**

Transitioning from staff to manager requires a shift in mindset and skillset. Some key skills you need 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*

## Supervisory Development Program (SDP) In-Person

**August 21, 28, September 4, 11, 18 & 25 (Six Weeks) | 9:00 a.m. – 4:00 p.m.**

*Note: This six-day SDP Series is for Supervisors. Register for Session One of the Series ONLY*

This comprehensive program is designed to equip current and aspiring supervisors with the critical skills, mindset, and core competencies required to lead with confidence and impact. The series focuses on developing two essential dimensions of a supervisory Management” (building strong collaboration competencies, such as communication, team engagement, conflict resolution, coaching, and emotional intelligence to foster a high-performing, inclusive work environment) and “Strategic Management” (strengthening action-oriented competencies, including decision-making, planning, accountability, and driving results aligned with organizational goals. 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*

## Succession Planning

**October 6 | 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*

## **Creating and Motivating High Performance Teams**

**October 14 & 16 | 9:00 a.m. – 1:00 p.m. (Two, half-days)**

Teamwork is a part of all aspects of life, but not all teams are effective. Members of effective teams are more satisfied than their peers, increasing the quality of their work. Effective teams, however, do not usually happen by accident. High performing teams must be created, developed, and nurtured. Taking time to build effective teams creates loyalty and visibility, as well as enhances collaboration and optimizes productivity. This two-day workshop describes the characteristics of high-performance teams and provides you with the tools you need to create and foster effective teams in your organization

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

## **Providing Feedback that Inspires Growth**

**October 20 | 9:00 a.m. – 1:00 p.m.**

Effective feedback is more than just an evaluation - it's a catalyst for growth, motivation, and development. Learn to give and receive feedback that fosters trust, accountability, and growth. This interactive training equips staff and managers with practical tools to navigate challenging conversations, offer constructive input, and cultivate a feedback-rich culture. Build confidence, deepen relationships, and support individual and team development through effective, empathetic communication.

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

## **Facilitative Leadership**

**October 21 | 9:00 a.m. – 1:00 p.m.**

This immersive 4-hour workshop is designed for leaders, managers, and professionals who want to cultivate a facilitative leadership style rooted in principles of ontology, mindfulness and ecology. Participants will explore and practice the mindsets and skills that enable leaders to foster collaboration, inclusion, and shared ownership within their teams and organizations.

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

## **Leading Multi-Generational Teams**

**October 22 & 23 | 9:00 a.m. – 1:00 p.m. (Two, Half-days)**

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*

## **Building Development Plans for Future Leaders**

**October 27 | 9:00 a.m. – 1:00 p.m.**

Identifying and nurturing future leaders is critical to long-term organizational success. Support the growth of future leaders through intentional development planning. This course helps managers identify key competencies, assess readiness, and create personalized development plans that align with succession goals. Learn practical strategies to nurture talent, close skill gaps, and build a strong leadership pipeline for long-term organizational success.

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

## **Managing Difficult People**

**December 3 | 9:00 a.m. – 1:00 p.m.**

This course teaches managers and supervisors how to deal with difficult employees. Students learn about the characteristics and sources of problematic behavior, effective techniques to prevent challenging behavior and effective communication methods. Students will learn the importance of managing knowledge, conducting assessment interviews, asking for employee input, and providing continuing education opportunities for employees. Course activities also cover the effects technology has on the exchange of knowledge and how to use different types of communication technology.

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

## DEVELOPING INDIVIDUALS

### Coaching Fundamentals

**July 8 & 10, August 19 & 20, September 23 & 24 or December 9 & 11 (Two, Half-days)**

**9:00 a.m. – 12:00 noon**

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*

### Working in a Hybrid Environment

**August 5 | 9:00 a.m. – 1:00 p.m.**

This course helps employees succeed in a hybrid work setting by developing key skills for productivity, communication, and collaboration across both remote and on-site contexts. Participants will learn how to set boundaries, prioritize tasks, and stay connected with colleagues and supervisors. The course also covers time management, virtual etiquette, and building trust across distances. Practical tools and techniques will empower workers to navigate the challenges of hybrid work with confidence, efficiency, and balance.

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

### Mindfulness: Rewiring the Brain for Resilience and Well-Being

**August 12 | 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*

### Dynamics of Effective Team Meetings

**August 14 | 9:00 a.m. – 1:00 p.m.**

The most common answer to the question “did the meeting meet its intended objective” is “I don’t know”. Walking away from a meeting unsure about whether it produced a result lead to feelings of dread the next time a meeting is called. Managers and supervisors must be able to effectively facilitate communication processes within their own team and across other departments or communities, to support organizational goals and staff needs. The goal of this workshop is to provide processes and techniques of communicating and facilitating meetings effectively and productively so that everyone leaves knowing if the meeting was a success.

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

### You and a Successful Interview

**August 26 | 9:00 a.m. – 1:00 p.m.**

Interviewing can be a stressful event. You have very little time to make a good impression and show that you are a good fit for the company and the position. We all want to be seen as the best version of ourselves in an interview but interviewing itself is a skill we must practice and develop. This workshop is intended to give you the skills you need to successfully navigate this complex and emotional social setting.

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

## **Effective Accountability**

**September 3 | 9:00 a.m. – 1:00 p.m.**

Encouraging the Culture of Ownership is engaging and interactive training designed to help individuals develop the mindset and skills needed to hold themselves and others accountable. Participants will explore the concept of accountability, its different forms in the workplace, and why it is essential for personal and organizational success. The course includes ice breakers, breakout sessions, and self-reflection exercises that encourage active learning. Key topics include setting clear expectations, fostering open communication, addressing obstacles, and leading by example. Practical strategies and tools will be shared to help participants build a culture of ownership, improve team performance, and support ongoing development.

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

## **Strategic Thinking and Planning**

**September 8 | 9:00 a.m. – 1:00 p.m.**

Our strategic thinking and planning program empowers your team to navigate complex business environments with clarity and confidence. Participants learn how to analyze trends, set strategic priorities, and craft action plans that drive sustainable success. Designed to be hands-on, our program engages participants in exercises that develop both analytical and creative thinking, enabling them to approach challenges with a strategic mindset.

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

## **Developing a Professional Presence**

**September 9 & 10 | 9:00 a.m. – 1:00 p.m. (Two, half-days)**

Before you have the chance to display your competence, people are making judgements based on your appearance and your behaviors. Professional presence is a dynamic blend of poise, self-confidence, control, and style that empowers us to be able to command respect in any situation. Professional presence consists of your clothing and grooming, your manners, etiquette and behavior and your communication effectiveness. This workshop helps you understand the importance of professional presence, assess your own level of professional presence, and develop steps to increase or fine-tune your professional presence.

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

## **Managing Up**

**September 9 | 9:00 a.m. – 12:00 noon**

This half-day Managing Up Training focuses on developing proactive, collaborative relationships with your boss to ensure mutual success. Participants will learn strategies for effective communication, assertiveness, delegation, and understanding power dynamics to build a healthy and productive work relationship.

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

## **Setting Strategic Goals and Priorities**

**September 15 | 9:00 a.m. – 1:00 p.m.**

Strengthen your ability to set clear, actionable goals aligned with organizational priorities. This course guides employees through strategic thinking, goal-setting frameworks, and prioritization tools to enhance focus and impact. Learn to align daily work with long-term objectives and drive results through intentional planning and execution.

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

## **Writing Policies & Procedures**

**September 18 | 9:00 a.m. – 1:00 p.m.**

This training course is designed to equip participants with the knowledge and practical skills necessary to develop, write, and maintain effective organizational policies and procedures. Participants will begin by exploring the importance of having clear and consistent policies and procedures and how they support organizational efficiency, compliance, and accountability. The course distinguishes between 'policies' and 'procedures,' clarifying their unique roles and functions within an organization. Attendees will examine how an organization's core values shape its policies and procedures, ensuring alignment with its mission and culture. The training covers the step-by-step process of writing clear and concise documents, including best practices in formatting and writing styles. Participants will also engage in hands-on practice to apply these concepts in real-world scenarios. Finally, the course emphasizes the critical need for ongoing review, revision, and updating policies and procedures to maintain their relevance and effectiveness in a changing environment.

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



## **The Successful Remote Worker**

**September 30 | 9:00 a.m. – 1:00 p.m.**

Working from home or from a remote office can seem like a wonderful opportunity – reduced commute time, quiet to get things done. However, working remotely also comes with a great deal of responsibility and has some unique challenges, particularly around communication with management and team members. This workshop is designed to help remote staff stay motivated in their personal offices and help them identify ways to stay connected and engaged with their supervisors and their work teams.

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

## **Critical Thinking Skills**

**October 1 | 9:00 a.m. – 1:00 p.m.**

Critical thinking provides you with the skills to analyze and evaluate information, such that you obtain and retain the greatest amount of knowledge. This workshop focuses on the critical thinking skills that lead to becoming a more rational and disciplined thinker; therefore, reducing bias and producing a better understanding of the world around you. The workshop also covers the skills to distinguish between relevant and irrelevant information, which will make you more productive in your career and your everyday life.

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

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

**October 2 | 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*

## **Unconscious Bias & Microaggressions: From Awareness to Action**

**October 8 & 9 | 9:00 a.m. – 1:00 p.m. (Two, half-days)**

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*

## **Business Technical Writing Level 1**

**October 9 | 9:00 a.m. – 1:00 p.m.**

Effective business writing in the workplace is an essential skill that can help individuals communicate clearly and professionally, regardless of the medium, and achieve their objectives. It is a skill that falls under the overall interpersonal communication skills and applies to email, business communication, customer interaction, social media, diversity and inclusion communication, and personal interactions. Business writing is not only about grammar and semantics. It includes communicating your thoughts concisely and clearly without jargon, and respecting writing etiquette and company policies. Effective writing of short messages differs from writing reports and technical and legal writing.

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

## **Build Better Relationships, Improve Collaboration, Enhance Productivity**

**October 28 | 9:00 a.m. – 1:00 p.m.**

This course is structured to equip participants with the skills and practices necessary to: 1. Build trust and authentic relationships through ontological listening. 2. Declare clear commitments that drive action and accountability. 3. Coordinate effectively to fulfill promises and produce tangible results. Delivered virtually, this workshop uses interactive breakout sessions, reflective dialogue, and practical exercises to ensure deep engagement and immediate application of learning.

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

## **Disability & Neurodiversity Inclusion**

**October 30 | 9:00 a.m. – 1:00 p.m.**

Foundations and Best Practices is an insightful and interactive training designed to foster a more inclusive, respectful, and supportive workplace for individuals of all abilities and neurotypes. The course explores key concepts around disability and neurodiversity awareness, inclusive language, and the social and legal frameworks that shape workplace inclusion. Participants will engage in activities and discussions that address stereotypes, ableism, and communication strategies, while learning how to create accessible environments and adopt inclusive practices. With a focus on empathy, empowerment, and actionable change, this training equips attendees to identify barriers, advocate for equity, and help build a culture where all employees can thrive.

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

## **Facilitation Fundamentals (In-Person)**

**November 4 | 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*

## **Business Technical Writing Level 2**

**November 6 | 9:00 a.m. – 1:00 p.m.**

This training course introduces Simplified Technical English (STE) and its dictionary, emphasizing its role in enhancing comprehension for non-English speakers and aiding translation services. Participants will learn audience analysis techniques to effectively tailor communications, employ plain language principles to simplify technical jargon to understand non-technical audiences better, and gain hands-on experience through case studies and exercises in diverse contexts. Additionally, the course covers the strategic use of visuals in technical communication, rounding out a comprehensive skill set for creating clear, accessible technical documentation.

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

## **Public Speaking: Foundation to Communication**

**November 13 | 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*

## **Empathetic and Effective Communication**

**December 2 | 9:00 a.m. – 1:00 p.m.**

Effective communication is grounded in empathy. This course helps participants cultivate emotional intelligence, active listening, and nonverbal communication skills to enhance their ability to connect with others. Through reflection and practice, learners will identify barriers to empathy and develop strategies for building trust, managing conflict, and communicating with compassion in both personal and professional settings. The course supports stronger team dynamics, leadership presence, and inclusive environments.

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

## **Project Management Fundamentals**

**December 2 & 4 | 9:00 a.m. – 1:00 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*

## **Time Management and Multitasking**

**December 3 & 10 | 9:00 a.m. – 1:00 p.m. (Two, half-days)**

Effectiveness in Competing Priorities from Multiple Stakeholders is a practical and engaging training designed to help individuals boost productivity and manage their workload with greater focus and efficiency. Participants will explore proven strategies for goal setting, prioritization, and scheduling, while learning how to overcome procrastination, minimize distractions, and manage demands from multiple stakeholders. Through interactive exercises and real-life applications, the course also addresses how to align tasks with peak performance hours, apply tools like the Important/Urgent matrix and Pareto Principle, and delegate effectively. Attendees will leave equipped with actionable techniques to balance competing priorities, reduce stress, and make smarter use of their time and technology

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

## **Activate your Career with Mentors and Ambassadors**

**December 4 | 9:00 a.m. – 1:00 p.m.**

Fast-track your career by building a powerful support network of mentors, sponsors, and ambassadors. Learn how to identify key individuals who can guide, advocate, and elevate your career, while developing authentic, reciprocal relationships that foster long-term success. Discover strategies to leverage their advocacy to position yourself for promotions, leadership roles, and exciting new opportunities. Success isn't a solo journey—activate your network and accelerate your growth!

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

## **MEDIA SOFTWARE**

### **Microsoft Excel Fundamentals**

**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*

### **Get Organized with Office 365 OneNote**

**August 14 | 9:00 a.m. – 12:00 noon**

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 Intermediate**

**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*

### **Microsoft Excel Formulas Beginner**

**August 21 | 9:00 a.m. – 12:00 noon**

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*

### **Microsoft Word Fundamentals**

**August 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*

### **Optimize Productivity with Office 365 Planner**

**September 9 | 9:00 a.m. – 12:00 noon**

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*

### **Microsoft Outlook Overview**

**September 16 | 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 Advanced**

**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*

### **Data Vision and Decision-Making**

**September 23 & 25 | 9:00 a.m. – 1:00 p.m. (Two, Half-day)**

This course combines conceptual learning with hands-on activities using Microsoft tools, ensuring participants leave with both strategic understanding and tactical skills. The course is structured around two main modules: 1. Day 1: Creating Your Data Vision - Connecting organizational goals to data needs 2. Day 2: Practical Data-Driven Decision Making - Implementing frameworks and tools for better decisions Each module includes interactive exercises, group discussions, and practical applications to reinforce learning and provide immediate value to participants.

*County Employees: \$350 | Public/Non-Profit: \$400 | Private: \$400*

### **Collaborating with Microsoft Office 365 Teams**

**October 8 | 9:00 a.m. – 12:00 noon**

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*

### **Microsoft Excel Formulas Advanced**

**October 23 | 9:00 a.m. – 12:00 noon**

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*

### **Microsoft Excel Pivot Tables**

**October 29 | 9:00 a.m. – 12:00 noon**

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 PowerPoint Overview**

**November 5 | 9:00 a.m. – 12:00 noon**

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*

### **Data Analysis with Excel**

**November 13 | 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*

## **COUNTY OF ALAMEDA EMPLOYEES ONLY**

### **Managing within Disability Laws & Leaves**

**July 10, September 11, or December 4 | 9:00 a.m. – 12:00 noon**

There have been significant changes in disability-related employment law over the past several years. Specifically, because more types of employee absences are protected by the recently amended Family Medical Leave Act, more employees are covered. Understanding and managing these laws and leaves is critical. This interactive workshop provides a comprehensive overview of Federal and State Disability laws and leave provisions, and related County policies and procedures. It will also provide you with a wealth of information on resources and how to manage a variety of disability leaves and provisions, including Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Maternity & Child Bonding Leave, and much more

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

### **Procurement Basics**

**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

**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

**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](mailto:ACLEARNINGCENTER@ACGOV.ORG)

 **FOR UPDATED SCHEDULING DETAILS:**

[HRS.ALAMEDACOUNTYCA.GOV/TRAINING-EDUCATION-CENTER/](https://hrs.alamedacountyca.gov/training-education-center/)

 **TO REGISTER FOR TRAINING:**

[CLICK HERE](#) OR EMAIL [ACLEARNINGCENTER@ACGOV.ORG](mailto:ACLEARNINGCENTER@ACGOV.ORG)