



**alameda county**  
**Human Resource Services**  
 Our community. Your purpose.



# COUNTY OF ALAMEDA TRAINING & EDUCATION CENTER



## 2026 JULY TO DECEMBER COURSE SCHEDULE

COUNTY OF ALAMEDA TRAINING & EDUCATION CENTER  
 125 12TH STREET, SUITE 400, OAKLAND CA 94607-6467

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✉ **EMAIL:** [ACLEARNINGCENTER@ACGOV.ORG](mailto:ACLEARNINGCENTER@ACGOV.ORG)

🌐 **FOR UPDATED SCHEDULING DETAILS:**

[HTTPS://TRAININGCENTER.ACGOV.ORG/LEARNERS/UPCOMING-CLASSES/](https://trainingcenter.acgov.org/learners/upcoming-classes/)

📄 **TO REGISTER FOR TRAINING:**

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

📍 **LOCATION NOTE:** ALL IN-PERSON TRAININGS ARE HELD AT THE TRAINING & EDUCATION CENTER.

# DEVELOPING & LEADING OTHERS

## Supervisory Development Program (SDP)

August 5, 12, 19, 26, September 2 & 9 – In-Person  
(Six Weeks) | 9:00 a.m. – 4:00 p.m.

**Note: This Six-Week Series is designed specifically for supervisors. Please register only for Session One. This will automatically enroll you in the full series.**

This comprehensive program is designed to equip current 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 supervisor's role: 1. "People 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 2. "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: \$75 | Public/Non-Profit: \$75 | Private: \$75

## Making the Transition from Staff to Manager

August 6 | 9:00 a.m. – 12:00 noon – Virtual

Transitioning from staff to manager requires a shift in mindset and a willingness to learn and develop new skills. Focus on developing these essential skills, and seek mentorship, training, and feedback to support your growth and success as a manager.

- 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

## Facilitative Leadership

September 15 | 9:00 a.m. – 12:00 noon – Virtual

This immersive 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

### **Developing the Leader in You Series (DLP)**

**October 7, 14, 21, 28, November 4 & 18 – In-Person  
(Six Weeks) | 9:00 a.m. – 12:30 p.m.**

**Note: This Six-Week Series is designed specifically for aspiring leaders. Please register only for Session One. This will automatically enroll you in the full series.**

“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: \$75 | Public/Non-Profit: \$75 | Private: \$75

## **DEVELOPING INDIVIDUALS**

### **Strategic Thinking and Planning**

**July 16 | 9:00 a.m. – 12:00 noon – Virtual**

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

### **Project Management Fundamentals**

**July 28 | 9:00 a.m. – 4:00 p.m. – Virtual**

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 Productivity**

**July 30 | 9:00 a.m. – 12:00 noon – Virtual**

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

### **Coaching Fundamentals**

**September 8 & 10 or December 8 & 10 | 9:00 a.m. – 12:00 noon (Two, Half-days) – Virtual**

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: \$75 | Public/Non-Profit: \$75 | Private: \$75

### **Lead From Where You Are: Managing Up**

**September 16 | 9:00 a.m. – 12:00 p.m. – Virtual**

Leadership isn't just about titles, it's about how you show up, communicate, and collaborate across levels. This empowering workshop helps staff develop the confidence and skills to manage up and across the organization, strengthening communication with supervisors and peers to drive clarity, alignment, and shared accountability. Participants will learn how to communicate needs without fear, navigate power dynamics with emotional intelligence, and offer upward feedback or input that is both respectful and effective. Through real-life scenarios, reflection exercises, and role play, attendees will leave equipped to lead from any seat, turning passive frustration into proactive influence and partnership.

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

### **Facilitation Fundamentals**

**September 22 | 9:00 a.m. – 12:00 noon – Virtual**

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

### **The Science of Happiness at Work**

**September 24 | 9:00 a.m. – 1:00 p.m. – Virtual**

Enhance your well-being and effectiveness at work! This half-day interactive course helps you cultivate happiness, resilience, and emotional intelligence. Participants will engage in experiential exercises, mindfulness practices, and reflection to create actionable strategies for applying the science of happiness in daily work. No prior experience needed; all staff and managers welcome.

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

### **Effective Customer Service Skills**

**September 25 | 9:00 a.m. – 1:00 p.m. – In-Person**

Customer service is crucial for all organizations, especially in the public sector where people and the greater good are our focus. Providing a foundation for civic engagement begins with understanding who your customers are and establishing a customer focus in how to meet their needs. This class is designed for employees at all levels to develop effective relationships with internal and external customers and understand how one's role supports the mission and values of Alameda County, including when handling complex customer service situations. While every issue may not work out perfectly, this course will guide you on best practices to best handle and mitigate your customer service challenges.

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

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

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

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

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

**October 20 | 9:00 a.m. – 12:00 noon – Virtual**

This foundational course is designed to build the essential skills needed for effective public speaking. Participants will learn how to structure a speech, manage nervousness, engage audiences, and use voice and body language for greater impact. Whether speaking in-person or virtually, learners will practice crafting and delivering messages with clarity, confidence, and purpose. Feedback and interactive exercises will help speakers grow their personal style and strengthen their ability to connect with diverse audiences. Key Objective: Confidence, Clarity, Structure, Engagement, Delivery.

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

### **You and a Successful Interview**

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

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 organization 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

### **Introduction to DEI: Building a Culture of Belonging**

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

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

### **Stress Management**

**December 10 | 9:00 a.m. – 12:00 noon – Virtual**

Stress management is the process of identifying and managing the sources of stress in our daily lives. This program 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

## **MEDIA SOFTWARE**

### **Microsoft Excel Fundamentals**

**July 15 or September 9 | 9:00 a.m. – 4:00 p.m. – Virtual**

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 Excel Pivot Tables**

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

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**

**August 13 or October 7 | 9:00 a.m. – 4:00 p.m. – Virtual**

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, and use PivotTables and PivotCharts.

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

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

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

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

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

**August 6 | 9:00 a.m. – 12:00 noon – Virtual**

In this 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

### **Essentials of Microsoft Forms**

**September 17 | 9:00 a.m. – 12:00 noon – Virtual**

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 Advanced**

**September 23 or December 8 | 9:00 a.m. – 4:00 p.m. – Virtual**

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 Excel Formulas Beginner**

**October 13 or November 18 | 9:00 a.m. – 12:00 noon – Virtual**

Learn 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**

**October 22 | 9:00 a.m. – 12:00 noon – Virtual**

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

### Data Analysis with Excel

**December 1 | 9:00 a.m. – 12:00 noon – Virtual**

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 If" 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

### Microsoft Excel Formulas Advanced

**December 10 | 9:00 a.m. – 12:00 noon – Virtual**

This course is great for professionals that are looking to advance their Excel Skills 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

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## COUNTY OF ALAMEDA EMPLOYEES ONLY

### Procurement Basics

**July 22 – In-Person or October 21 | 8:30 a.m. – 12:30 p.m. – Virtual**

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 13 or October 15 or December 8 | 10:00 a.m. – 11:00 a.m. – Virtual**

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 19 – Virtual or November 18 | 8:30 a.m. – 12:30 p.m. – Virtual**

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

### Managing within Disability Laws & Leaves

**September 10 or December 3 | 9:00 a.m. – 12:30 p.m. – Virtual**

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