



Summer 2019 Confidential Assistant HR Academy

A La Carte Class Registration List ***(For CAs needing to finish coursework)***

IKOCLD 0004	Kick off & County Leadership Style Tuesday, July 23 rd	1:00 pm – 5:00 pm
IMSREC 0003	Merit System & Recruitment Overview Tuesday, August 6 th	1:00 pm – 5:00 pm
IEEOIN 0003	Equal Rights Program & Investigations Tuesday, August 20 th	1:00 pm – 5:00 pm
ILAPDP 0004	Labor Philosophy & Progressive Discipline Tuesday, September 3 rd	1:00 pm – 5:00 pm
IROLSM 0003	Role of the Supervisor & Managing Employee Performance Tuesday, September 17 th	1:00 pm – 5:00 pm
IDMIPR 0003	Disability Management Tuesday, October 1 st	1:00 pm – 5:00 pm
ILABUD 0003	Time and Labor & County Budget Tuesday, October 15 th	1:00 pm – 5:00 pm
IINTER 0031	Interviewing Techniques Tuesday, October 29 th	1:00 pm – 5:00 pm
VIOWK 0003	Violence in the Workplace Tuesday, November 12 th	1:00 pm – 5:00 pm
ITSSUC 0003	Technical Skills for Success Tuesday, November 26 th	1:00 pm – 5:00 pm