

2019 HR Academy for Confidential Assistants



Taught by:
Various County Employee
Experts

When:
July 2019—November 2019

Time:
1:00pm-5:00pm

Where:
County Center III

Open To:
All Confidential Assistants with
HR Functions

To Self Register

Search for ICAT19 or
Confidential Asst Training
19
(PeopleSoft > Self Service >
Learning and Development
> Request Training
Enrollment)

Registration Deadline:
June 24, 2019

Tuesday, July 23rd
County Leadership Perspective &
Setting HR Expectations

Tuesday, August 6th
Merit Systems & Recruitment Overview

Tuesday, August 20th
Equal Rights Program & Investigations

Tuesday, September 3rd
County's Labor Philosophy/Employee-Employer Relations
& Ordinance & Employee Progressive Discipline Process

Tuesday, September 17th
The Role of the Supervisor &
Managing Employee Performance

Tuesday, October 1st
Disability Management & the Interactive
Process

Tuesday, October 15th
Time & Labor & the County Budget

Tuesday, October 29th
Interviewing Techniques

Tuesday, November 12th
Violence in the Workplace

Tuesday, November 26th
Technical Skills for Success