

THE STANISLAUS COUNTY LEARNING INSTITUTE IS PROUD TO

Human Resources Academy

for Confidential Assistants

**Taught by:
Various County Employee
Experts**

**When:
March 2018 to August 2018**

**Time:
1:00pm-5:00pm**

**Where:
County Center III**

**Cost:
Free of Charge**

**Open To:
All Confidential Assistants
with HR Functions**

To Self Register

Search for ICAT18 or
Confidential Asst Training
18
(PeopleSoft > Self Service
> Learning and
Development > Request
Training Enrollment)

**Registration Deadline:
March 7, 2018**

**Wednesday, March 28th
County Leadership Perspective &
Setting HR Expectations**

**Wednesday, April 11th
Merit Systems & Recruitment Overview**

**Wednesday, April 25th
Equal Rights Program & Investigations**

**Wednesday, May 9th
County's Labor Philosophy/Employee-Employer
Relations & Ordinance & Employee Progressive
Discipline Process**

**Tuesday, May 22nd
The Role of the Supervisor &
Managing Employee Performance**

**Wednesday, June 6th
Disability Management & the Interactive
Process**

**Wednesday, June 20th
Time & Labor & the County Budget**

**Tuesday, July 17th
Interviewing Techniques**

**Wednesday, August 1st
Violence in the Workplace**

**Wednesday, August 22nd
Technical Skills for Success**