



Workforce Development

FY 2023-24 Spring

28 Offerings Left!
In-Person, Virtual & Hybrid Options

Live, instructor-led training, delivered in multiple formats

Human Resources Workforce Development is committed to offering employees a wide and rich selection of training and professional development opportunities.

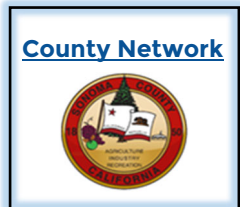
- > Take time to revisit your development goals.
- > Take charge of your career development planning.
- > Take a second to browse these offerings!



Topics Include...

Budget & Fiscal Career Development Change Management Communication Conflict Management
 Customer Service Health & Wellness Leadership Skills Performance Management Presentation Skills
 Racial Equity, Inclusiveness & Belonging Supervision Team Development & Collaboration

Register for classes on sonoma higher ed!



Become an Emerging Leader!

Are you interested in developing your leadership skills or growing your career?

The [Emerging Leader Program](#) is available to you. It is a self-paced skills development program designed to promote, strengthen, and explore leadership principles and practices. With a combination of in-person, virtual, hybrid, and web-based options, it is easy to earn the "Emerging Leader Certificate." Sign up today to be enrolled in the program!

[Emerging Leader Enrollment Form](#)



COUNTY OF SONOMA
 HUMAN RESOURCES DEPARTMENT
 WORKFORCE DEVELOPMENT

In-person training sessions will be held at the HR Training Center
[575 Administration Drive, Suite 117C, Santa Rosa, CA 95403](#)

Spring 2024 Schedule

Foundational Skills — Tier 2

Individual Contributor *Classes available to all County employees*

Class	Date	Time	Format	Click link to register
eCommunications Workshop	Thur, May 2	9a-1p	Virtual	County Water HSD
Critical Decision Making	Weds, May 8	1p-5p	In-Person	County Water HSD
Communicating with Data	Thur, May 9	9a-5p	Virtual	County Water HSD
Introduction to Analytical Staff Work	Weds, May 15	8:30a-12:30p	Virtual	County Water HSD
County Career Planning	Weds, May 15	9a-12p	Virtual	County Water HSD
Strategies for Collecting, Analyzing & Reporting Data	Thur, May 16	9a-5p	Virtual	County Water HSD
So You Want to Be a Supervisor	Tues, May 21	1p-5p	In-Person	County Water HSD
DiSC 103: Everything DiSC Productive Conflict	Weds, May 22	1p-4p	In-Person	County Water HSD
Organizing and Prioritizing for Success	Thur, May 23	9a-5p	Virtual	County Water HSD
DiSC 102: Everything DiSC Agile EQ	Weds, May 29	1p-4p	In-Person	County Water HSD
Writing Skills for Analysts	Weds, June 5	9a-5p	In-Person	County Water HSD
Confronting Imposter Syndrome	Weds, June 5	9:30a-12p	Virtual	County Water HSD
Effective Presentations	Thur, June 13	9a-5p	Virtual	County Water HSD
Facilitating Racial Equity Conversations in Your Org	Mon, June 17	1:30p-4p	Virtual	County Water HSD
Using Inclusive Language	Thur, June 20	1p-3p	Virtual	County Water HSD
Using Inclusive Language	Thur, June 27	10a-12p	Virtual	County Water HSD

Emerging Leader — Tier 3

Classes available to County employees who supervise one or more direct reports, or lead a unit/team, or oversee services/programs.

Class	Date	Time	Format	Click link to register
How to Make Great Presentations with Confidence	Weds, May 1	8:30a-4p	In-Person	County Water HSD
DiSC 105: DiSC Management	Thur, May 2	9a-12p	In-Person	County Water HSD
Introduction to Project Management	Mon, May 6 <i>and</i> Tues, May 7	9a-5p, ea day	In-Person	County Water HSD
DiSC 102: Everything DiSC Agile EQ, Emerging Leaders	Thur, May 9	1p-4p	In-Person	County Water HSD
Virtual Teams That Work	Mon, May 13 <i>and</i> Tues, May 14	9a-1p, ea day	Virtual	County Water HSD
Motivating and Engaging Your Team (<i>HYBRID</i>)	Weds, May 15	8:30a-12:30p	Virtual or In Person	County Water HSD
Managing Remotely for Supervisors Series	Tues, June 4	9a-4p	Virtual	County Water HSD
Effective Feedback Conversations (<i>HYBRID</i>)	Tues, June 4	1p-5p	Virtual or In Person	County Water HSD
Promoting a Positive Workplace	Thurs, June 6	8:30a-12:30p	Virtual	County Water HSD
Recruit. Select. Hire!	Thur, June 13	8:30a-12p	In-Person	County Water HSD
Culturally Relevant Supervision	Weds, June 26	9:30a-12p	Virtual	County Water HSD
Impactful Delegation	Thurs, June 27	1p-5p	In-Person	County Water HSD

Web-Based Trainings

*Explore self-paced courses that allow you to learn anytime, anywhere!
Learn at your own pace! Flexibility that fits your schedule!*