

Foundational Skills — Tier 2

Individual Contributor *Classes available to all County employees*

Class	Date	Format	Click to register
Time & Energy Management	December 10th 12:30-4:30	In-Person	County Water HSD
Writing for Results	December 11th 8:30-12:30	Virtual	County Water HSD
Critical Decision Making	December 19th 8:30-12:30	Virtual	County Water HSD
Data Visualization & Storytelling	January 9th 12:30-4:30	Virtual	County Water HSD
County Career Planning	January 16th 9:00-12:00	Virtual	County Water HSD
Process Improvement for the Organization	January 28th 8:30-12:30	Virtual	County Water HSD
Critical Thinking	January 29th 8:30-12:00	Virtual	County Water HSD
Leading from Below: Strategies for Managing Up	January 30th 9:00-12:00	Virtual	County Water HSD
Taking Charge of Your Career	February 25th 1:00-3:00	Virtual	County Water HSD
Implicit Bias, Social Power and Equity	February 27th 9:00 -11:00	Virtual	County Water HSD
The Art of Interviewing	March 5th 8:30-12:30	In-Person	County Water HSD
Introduction to Analytical Staff Work	March 25th 12:30-4:30	Virtual	County Water HSD
Managing Stress: Yours and Others	March 26th 8:30-12:30	In-Person	County Water HSD
Project Management for Non-Project Managers	March 27th 8:30-12:30	Virtual	County Water HSD
Excel Level 2 - Tables & Charts	April 2nd 9:00-12:00	Virtual	County Water HSD
Managing Personal Transitions & Change	April 3rd 9:00-12:00	In-Person	County Water HSD
County Career Planning	April 16th 9:00-12:00	Virtual	County Water HSD
How to Stay Engaged at Work	April 23rd 8:30-12:30	In-Person	County Water HSD
Excel Level 3 - Formulas & Functions	April 30th 9:00-12:00	Virtual	County Water HSD
Effective Meetings	May 1st 9:00-12:00	In-Person	County Water HSD
Building Self-Awareness & Emotional Intelligence	May 6th 9:00-12:00	Virtual	County Water HSD
Transitioning to a Lead Worker Role	May 7th 8:30-12:30	In-Person	County Water HSD
Writing for Results	May 14th 12:30-4:30	Virtual	County Water HSD
Networking & Influencing	May 15th 8:30-12:30	In-Person	County Water HSD
Active Listening	May 20th 8:30-12:30	In-Person	County Water HSD

Don't forget to consider all your training options...

Web-Based Trainings

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

Emerging Leader — Tier 3

*Available to County employees who supervise direct reports, **OR** lead a unit/team **OR** oversee services/programs.*

Class	Date	Format	Click to register
Recruit. Select. Hire!	December 11th	In-Person	County Water HSD
Project Management	December 12th	In-Person or Virtual	County Water HSD
Communication Skills for Leaders	January 21st 1-4	In-Person	County Water HSD
Problem Solving and Decision-Making	January 22nd 8:30-12:30	In-Person	County Water HSD
Leading Change	January 22nd 12:30-4:30	Virtual	County Water HSD
Effective Feedback Conversations	February 20th 12:30-4:30	In-Person	County Water HSD
Recruit. Select. Hire!	February 20th 1-4:30	In-Person	County Water HSD
Conflict in the Workplace	March 4th 12:30-4:30	In-Person	County Water HSD
Project Management	March 11th 8:30-12:30	In-Person or Virtual	County Water HSD
Performance Management	March 13th 8:30-12:30	In-Person	County Water HSD
Coaching and Mentoring	March 19th 8:30-12:30	In-Person	County Water HSD
Staff Engagement	March 20th 12:30-4:30	In-Person	County Water HSD
Facilitation Skills Workshop	April 9th 9-12 + April 10th 1-4	Virtual	County Water HSD
Tough Conversations	April 15th 1-4	In-Person	County Water HSD
Emotional Intelligence for Emerging Leaders	April 24th 9-12	In-Person	County Water HSD
Presentation Skills Training	April 30th 9-4	In-Person	County Water HSD
Recruit. Select. Hire!	May 21st 1-4:30	In-Person	County Water HSD

Don't forget to consider all your training options...

Web-Based Trainings

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