



FY 2024-25

Live, Instructor-Led Training Program



50+ Live Titles
14 subjects

Live, Instructor-Led Training, delivered in multiple formats

Elevate your learning journey with live instructor-led workshops. **Join from anywhere**, break down barriers, and engage in real-time with expert instructors and fellow learners. Experience the perfect blend of flexibility and structured guidance across our 60+ diverse courses, empowering you to unlock your full potential in education and professional development. This program is your ticket to a dynamic and interactive learning experience!

Register for FY 2024-25 Classes

Subjects

- Business Writing
- Career Development
- Change Management
- Communication
- Conflict Management
- Customer Service
- Employee Engagement
- Leadership Skills
- Meeting Management
- Microsoft Office Suite
- Presentation Skills
- Productivity Skills
- Self-Care
- Team Development & Collaboration

Register Now!

- 1 Identify a class, and discuss with your supervisor.**
- 2 Contact your Training Coordinator.**
- 3 Inform your Training Coordinator to send your request to Rose San Juan (rsanjuan@smcgov.org).**

FY 2024-2025 Schedule

Click here to view course descriptions.

Business Writing

Title	Date	Time	Fee
Professional Writing Essentials: From Emails to Staff Reports	September 26, 2024 February 26, 2025	9:00am-noon	\$125
Proofreading for Greater Accuracy and Clarity	October 9, 2024 March 11, 2025	9:00am-11:30am	\$80
Writing for the Workplace	October 15, 2024 March 18, 2025	9am-11:30am	\$80

Career Development

Title	Date	Time	Fee
Developing a Growth Mindset	March 12, 2025	10:30am-noon	\$40
Developing Emotional Intelligence (NEW)	September 25, 2024 February 4, 2025	9:00am-10am	\$35
Discovering Your Strengths and Putting Them to Work	September 25, 2024 February 27, 2025	10:00am-noon	\$75
How to "Manage Up" to Enhance Your Career (NEW)	October 1, 2024 March 5, 2025	9:00am-11am	\$70
Midlife Mastery: Unlocking Your Purpose (NEW)	October 3, 2024 March 6, 2025	10:00am-noon	\$75
* My Career Vision	January 22, 2025 May 14, 2025	8:30am-12:30pm	\$175

Change Management

Title	Date	Time	Fee
Harnessing the Power of Communication to Drive Change Initiatives (NEW)	November 21, 2024 May 20, 2025	10:00am-noon	\$75
Navigating the Constant of Chaos and Change	February 11, 2025	9:00am-noon	\$140

Communication

Title	Date	Time	Fee
* Effective Communication Skills	January 16, 2024 March 5, 2025	8:30am-noon	\$145
Extraverts and Introverts: Effective Communication & Meeting Management (NEW)	October 16, 2024 March 19, 2025	10:00am-noon	\$75
Giving and Receiving Constructive Feedback (NEW)	October 10, 2024 April 9, 2025	9:00am-noon	\$135
Handling Tough Conversations with Care and Empathy (NEW)	September 19, 2024 February 5, 2025	9:00am-noon	\$135

Conflict Management

Title	Date	Time	Fee
* Negotiating for Shared Success (NEW)	December 11, 2024 April 30, 2025	9:00am-noon	\$210
Resolving Interpersonal Conflicts	November 13, 2024 April 2, 2025	9:00am-11:00am	\$115

Customer Service

Title	Date	Time	Fee
CARE Approach to Customer Service	December 3, 2024 May 6, 2025	9:00am-11:30am	\$80
Delivering Customer Service in Writing	November 19, 2024 April 22, 2025	9:00am-11:30am	\$80

Employee Engagement

Title	Date	Time	Fee
Engagement, Productivity, and Workplace Happiness	March 4, 2025	9:00am-noon	\$140
How to Avoid Burnout (NEW)	November 13, 2024 May 6, 2025	9:00am-10:00am	\$35
* Motivation for Peak Performance (NEW)	January 28, 2025 May 28, 2025	8:30am-12:30pm	\$175

* In-person training session will be held at County Center, Redwood City, CA



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Leadership Skills

Title	Date	Time	Fee
Creating Psychological Safety (NEW)	October 17, 2024 May 1, 2025	9:00am-10:30am	\$90
* Leadership Essentials	October 15, 2024 March 12, 2025	8:30am-noon	\$120
Strategic Thinking (NEW)	October 22, 2024 April 3, 2025	9:00am-11:00am	\$115
*Supervision/Management 101 (Introduction to Supervision)	January 29, 2025 May 8, 2024	9:00am-4:30pm	\$270

Meeting Management

Title	Date	Time	Fee
Driving Engagement & Trust in Virtual Meetings	October 3, 2024 April 15, 2025	9:00am-11:00am	\$120
* Making Meetings Work: Facilitation Skills	January 23, 2025 April 29, 2025	8:30am-12:30pm	\$200

Presentation Skills

Title	Date	Time	Fee
* A Playful Approach to Presentation Skills (NEW)	May 29, 2025	8:30am-12:30pm	\$200
* Delivering an Impactful Presentation	April 8, 2025	8:30am-noon	\$120
* Developing Improvisational Confidence: How to Think, Speak, and Act in the Moment	November 5, 2024 March 26, 2025	9:00am-noon	\$135
* Enhancing Your Executive Presence	November 14, 2024 (virtual) March 13, 2025 (in-person)	9:00am-noon	\$135
Presenting Virtually	November 19 & 20, 2024	10:00am-noon	\$180
* Speak with Confidence	November 6, 2024	9:00am-4:30pm	360

Microsoft Office Suite

Title	Date	Time	Fee
Excel Introduction	October 1 & 2, 2024 February 4 & 5, 2025	9-11:30am	\$120
Excel Intermediate	November 5 & 6, 2024 February 26 & 27, 2025	9-11:30am	\$120
Excel Advanced	November 20 & 21, 2024 March 11 & 12, 2025	9-11:30am	\$120
Excel Calculations	December 4 & 5, 2024 April 1 & 2, 2025	9-11:30am	\$120
Outlook	February 19, 2025	9-11:30am	\$60
Word Introduction	October 9 & 10, 2024	9-11:30am	\$120
Word Intermediate	March 18 & 19, 2025	9-11:30am	\$120
Word Advanced	April 15 & 16, 2025	9-11:30am	\$120

Productivity Skills

Title	Date	Time	Fee
Creative Problem Solving (NEW)	October 8, 2024 May 21, 2025	9:00am-noon	\$115
Critical Thinking (NEW)	November 6, 2024 May 1, 2025	9:00am-11:00am	\$135
Happy People, Happy Teams	April 1, 2025	9:00am-noon	\$140
Project Management for Non-Project Managers	December 10, 2024 May 13, 2025	9:00am-11:30am	\$80
Time Management: Tips & Tricks (NEW)	January 28, 2025 May 13, 2025	9:00am-11:00am	\$70

* In-person training session will be held at County Center, Redwood City, CA



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Self-Care

Title	Date	Time	Fee
Manage Your Mood to Reduce Stress and Improve Well-Being	November 5, 2024 April 8, 2025	9:00am- 11:30am	\$80
Resilient Body & Mind: Practical Tools for Well-Being (NEW)	October 17, 2024 April 3, 2025	9:00am- noon	\$125

Team Development & Collaboration

Title	Date	Time	Fee
Building Accountability Into Your Teams	December 3, 2024 May 29, 2025	10:00am- noon	\$75
Crafting Team Culture	April 22, 2025	9:00am- noon	\$140
Using Relationships to Develop Responsive Public Programs	October 8, 2024 April 9, 2025	9:00am- 11:00am	\$70

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