

Regional Training & Development Consortium



YOUR CAREER
GROWS HERE

SUCCESS

MOTIVATION

INSPIRATION

LEADERSHIP

TEAMWORK

INNOVATION

VISION

Academies

Public Sector Leadership Academy

Target Audience: Supervisors and Managers

Length: 8 sessions

Trainers: Various internal and external trainers

Dates: 8/10, 8/24, 9/1, 9/29, 10/6, 10/19, 11/3, & 11/16, 2016

The Academy is designed to give public sector management employees the opportunity to hear the newest and most innovative concepts and practices from top leaders in our community.

Public Sector Supervisor Academy

Target Audience: New and Experienced First-Line Supervisors

Length: 8 sessions

Trainers: Various internal and external trainers

Dates: 9/1, 9/15, 9/29, 10/13, 11/02, 11/09 & 11/30, 2016

Led by experienced public sector leaders and management development experts. Each session is designed to incorporate interactive exercises and real-world case studies to apply fundamental concepts of supervision.

Public Sector Lead Worker Academy

Target Audience: New Lead Workers and Employees Interested in Becoming a Lead Worker

Length: 4 sessions (2 offerings)

Trainers: Various internal and external trainers

Dates: July 6, 11, 20 & 27 2016

October 20, 26, November 2, & 17, 2016

This academy is designed to introduce Lead Workers and future Lead Workers to the core responsibilities essential for working in a lead role. Participants will have the opportunity to learn techniques on successfully transitioning from line to Lead Worker.

Online Sessions

Health & Safety Online Training

Target Audience: Any Employee

Length: Varies

Trainer: Online, interactive sessions

Over **150 Health & Safety topics for all levels of employees.** Topics include Bloodborne Pathogens, Eye on Defensive Driving, HAZCOM: What You Need To Know, Office Ergonomics and much, much more.

Preventing Sexual Harassment

Target Audience: Supervisors and Managers

Length: 2 hours

Trainer: Online, interactive session

Available: Through June 2018

This online program complies with AB 1825 and AB 2053 which mandates two hours of preventing sexual harassment and anti-bullying training for managers and supervisors every two years. This course provides information and guidance regarding federal and state laws aimed at preventing and correcting sexual and other forms of harassment, teaches employees to recognize the kind of conduct that may lead to potential harassment, and provides practical workplace scenarios that assist in preventing harassment in the workplace.

Classroom Sessions

Social Media 101: Making the Most of Your Community's Online Identity

Target Audience: Any employee

Length: ½ day

Trainers: Julie Underwood & Leslie Arroyo

Date: November 16, 2016

Communicating with our community has been permanently transformed by social networking and social media platforms. With today's mobile technology, millions are communicating via Facebook, Twitter, Instagram, YouTube, and Next-door, just to name a few. Each of these platforms reaches different audiences and can deliver a range of benefits. In this basic course, participants will learn how local governments are using these tools to reach and engage their communities. Participants will have an opportunity to learn about some of the newest platforms, 3rd party apps, and analytics.

Basic Meeting Facilitation

Target Audience: Any Employee

Length: ½ day

Trainers: Peninsula Conflict Resolution Center Trainers

Date: October 20, 2016

Whether you facilitate staff meetings, town hall discussions or any other type of meeting, this hands-on, experiential training will provide you with the skills necessary to run an effective meeting. Participants will learn how to develop agendas, work with diverse groups, manage disruptive behavior, and other basic meeting management techniques with an opportunity to learn from one another and use real life examples of challenging meetings.

Effective Public Speaking

Target Audience: Any employee

Length: 1.5 days (2 offerings)

Trainer: Gloria Cohn

Dates: August 10 & 11, 2016
November 29 & 30, 2016

In this highly interactive session, you will have several opportunities to practice speaking in front of your peers. By the end of the session, you will understand your speaking strengths and learn how to use the right communication skill that will enhance those strengths.

Customer Service

Target Audience: Any Employee

Length: ½ day

Trainer: Beth Weisberg

Date: November 10, 2016

Participants will learn how to take customer service from good to great. At the end of the session, participants will have a greater understanding of customer service, and what is behind and how to respond to customer service challenges.

Introduction to Supervision

Target Audience: Supervisors

Length: 1 day

Trainer: Jim Delia

Date: September 15, 2016

This session is designed for new and recently appointed supervisors to build confidence and competence in making the transition to supervisor.

Business Writing for Results

Target Audience: Any Employee

Length: 1.5 days

Trainer: Barbara Nelson

Date: December 7, 2016

This session shows participants a systematic approach to report writing so that they are able to write clear, logically structured reports in less time.

How to Talk Finance

Target Audience: Any Employee

Length: 3 hours

Trainer: Steve Toler

Date: January 12, 2017

This workshop provides an overview of municipal finance and gives you the tools and knowledge to successfully interact in the world of government finance. Topics include: budgeting (allocating resources), investment/treasury, accounting systems, receipts (collecting resources), disbursements (spending the resources), and asset management.

Understanding Long Term Financial Liabilities

Target Audience: Mid-Managers, Department Directors, Finance Professionals

Length: 3 hours

Trainers: Nick Pegueros, Richard Lee & Colleen Tribby

Date: January 12, 2017

Learn how pension and other liabilities impact financial planning and how modeling can assist in your analysis. Understand how local governments are developing strategies to address these liabilities. Learn how to present complex financial information, such as pension liabilities, clearly and effectively.

Coaching Others to Manage Conflict

Target Audience: Supervisors

Length: 1/2 day

Trainer: Joanne Bond

Date: July 19, 2016

December 7, 2016

Working with a variety of internal and external customers on a daily basis can be difficult and sometimes results in dealing with conflict. In this workshop, you will self-assess your predominant conflict style, learn about other styles, and apply powerful strategies for coaching others to manage challenging behaviors.

Understanding the Job Recruitment Process

Target Audience: Any Employee

Length: 1/2 day

Trainer: Chris Oshiro

Date: December 1, 2016

Are you ready to apply for your next job? Learn tips and tricks for preparing your resume and online job application. Also, learn how getting to the next job requires a strategy, basic interview skills, and building a good, professional reputation.

Change Management

Target Audience: Supervisors

Length: 1 day

Trainer: Jim Delia

Date: September 13, 2016

This session is designed to help leaders understand how to overcome resistance to change in themselves and others, and help people transition.

Managing Multiple Generations at the Work Place

Target Audience: Supervisors

Length: 1/2 day

Trainer: Ann Ritzma & Cory Call

Date: July 11, 2016

October 14, 2016

Boomer? Gen X? Millennial? Gen Z? Learn the ins and outs of a workplace with generational transitions! Get tips on working for and with the diversity of generations in our work place to create better organizations for all of us. With humor and insight, learn to appreciate the benefits of managing a multi-generational workforce that reflects our changing communities.

Time Management

Target Audience: Any Employee

Length: 1/2 day

Trainer: Patricia Haddock

Date: October 27, 2016

Learn how to organize your workspace and paperwork for peak efficiency, plan actions for results, set priorities and focus on what is most important. Identify and remove obstacles to productivity and save time.

The Regional Training and Development Consortium is a collaboration and partnership that provides and hosts training and development programs, management tools, and resources to public sector agencies. Join our 20 member agencies:

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|---------------------------------|-----------------------|
| ★ Belmont | ★ Menlo Park |
| ★ Brisbane | ★ Pacifica |
| ★ Burlingame | ★ Redwood City |
| ★ Central County Fire | ★ Sam Trans |
| ★ Daly City | ★ San Bruno |
| ★ East Palo Alto | ★ San Carlos |
| ★ Foster City | ★ San Mateo |
| ★ Half Moon Bay | ★ San Mateo County |
| ★ Hillsborough | ★ South San Francisco |
| ★ Highlands Recreation District | ★ Woodside |

If you are not a consortium member, please contact Sandy Moniz at 650-780-7285 or smoniz@redwoodcity.org

For more information about the consortium, contact Anne Weiss at 650-363-4845 or Darryel Mickens 650-780-7287

<http://regionaltrainingconsortium.org>