



San Bernardino County Superintendent of Schools  
Human Resources Division—**Classified Staff Development**

Workshops/Trainings for San Bernardino Public Employees Association (SBPEA) Classified Employees, Confidential Employees, and Classified Managers or Supervisors



**OCTOBER 2011 – JUNE 2012 CALENDAR**

<b>OCTOBER 2011</b>	
13	<b>New Classified Manager/Supervisor Training-Day 1</b> 8:00 a.m. – 4:00 p.m., SCS Conference Center
14	<b>New Classified Manager/Supervisor Training-Day 2</b> 8:00 a.m. – 4:00 p.m., SCS Conference Center
19	<b>Understanding the Tuition Reimbursement Process</b> 3:00 p.m. – 4:30 p.m., Roy C Hill EC
25	<b>Understanding the Tuition Reimbursement Process</b> 3:00 p.m. – 4:30 p.m., WEESC
27	<b>Beginning Progressive Discipline*</b> 8:00 a.m. – 12 Noon, DMESC
27	<b>Understanding the Tuition Reimbursement Process</b> 3:00 p.m. – 4:30 p.m., DMESC
<b>NOVEMBER 2011</b>	
3	<b>Business Writing &amp; Grammar That Works</b> 8:30 a.m. – 4:00 p.m., WEESC
10	<b>Beginning Progressive Discipline*</b> 8:00 a.m. – 12 Noon, SCS Conference Center
16	<b>Business Writing &amp; Grammar That Works</b> 8:30 a.m. – 4:00 p.m., SBPEA
30	<b>Workplace Ethics</b> 8:00 a.m. – 12 Noon, SCS Conference Center
<b>DECEMBER 2011</b>	
7	<b>Standards-Based Teacher Evaluations*</b> 8:00 a.m. – 12 Noon, WEESC
15	<b>SpeakEasy, Conquering Your Fear of Speaking in Public</b> 8:30 a.m. – 12:30 p.m., Roy C Hill EC
<b>JANUARY 2012</b>	
12	<b>New Cert. Manager/Supervisor Training-Day 1*</b> 8:30 a.m. – 12:30 p.m., Roy C Hill EC
13	<b>New Cert. Manager/Supervisor Training-Day 1*</b> 8:30 a.m. – 12:30 p.m., Roy C Hill EC
17	<b>Dealing with Change</b> 8:00 a.m. – 12 Noon, DMESC
20	<b>Dealing with Change</b> 8:00 a.m. – 12 Noon, WEESC
25	<b>Dealing with Change</b> 8:00 a.m. – 12 Noon, Roy C Hill EC

<b>FEBRUARY 2012</b>	
16	<b>Workplace Ethics</b> 8:00 a.m. – 12 Noon, SCS Conference Center
29	<b>Conflict Resolution—Dealing w/Difficult People</b> 8:00 a.m. – 12 Noon, WEESC
<b>MARCH 2012</b>	
6	<b>Conflict Resolution—Dealing w/Difficult People</b> 8:00 a.m. – 12 Noon, DMESC
8	<b>Conflict Resolution—Dealing w/Difficult People</b> 8:00 a.m. – 12 Noon, Roy C Hill EC
22	<b>The Minute Taker’s Workshop</b> 8:00 a.m. – 12 Noon, WEESC
28	<b>The Minute Taker’s Workshop</b> 8:00 a.m. – 12 Noon, DMESC
30	<b>The Minute Taker’s Workshop</b> 8:00 a.m. – 12 Noon, Roy C Hill EC
<b>APRIL 2012</b>	
10	<b>Enhancing Your Time Management Skills</b> 8:00 a.m. – 12 Noon, Roy C Hill EC
17	<b>Enhancing Your Time Management Skills</b> 8:00 a.m. – 12 Noon, WEESC
19	<b>Enhancing Your Time Management Skills</b> 8:00 a.m. – 12 Noon, DMESC
<b>MAY 2012</b>	
1	<b>Essential Skills for Support Staff</b> 8:30 a.m. – 4:00 p.m., DMESC
3	<b>Essential Skills for Support Staff</b> 8:30 a.m. – 4:00 p.m., WEESC
8	<b>Essential Skills for Support Staff</b> 8:30 a.m. – 4:00 p.m., Roy C Hill EC
<b>JUNE 2012</b>	
<b>TBD</b>	

\*These are **POSSIBLE** workshops (Internal Only)—to be confirmed at a later date

**Effective Monday, October 10, 2011, updated workshop flyers will be available to download.  
They will include a more detailed description of the workshops.  
To download, go to: <http://www.sbcss.k12.ca.us/humanRes/staffDev.php>**

**Register via OMS @ <http://oms.sbcss.k12.ca.us/index.php>  
(Search by name and/or date of workshop)**

**A MINIMUM OF 10 REGISTRANTS ARE REQUIRED IN ORDER FOR A WORKSHOP TO BE HELD.**

**Fees:** Please see individual flyers for appropriate fees.

*No refunds for no-shows or cancellations made within one week before the date of the workshops.  
In the event that Classified Staff Development cancels a workshop, registrants will be notified via email.*

**For more information please call Classified Staff Development at 909.386.2423**

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