alameda county
Human Resource Services
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ALAMEDA COUNTY
training & education
center

January to June 2027 Course Schedule



County of Alameda Training and Education Center

Build skills for your current role and prepare for your next opportunity. Explore courses in leadership, professional development, and software, then register for the training that supports your goals.

Register: Register online or email ACLearningCenter@acgov.org

Questions: (510) 272-6467 | Schedule updates: Training and Education Center.

In-person courses meet at the Training and Education Center,
125 12th Street, Suite 400, Oakland, CA 94607.
All dates are in 2027.

Developing and Leading Others

Facilitative Leadership

February 10 | 9:00 a.m. – noon | Virtual

Build a leadership approach that encourages collaboration, inclusion, and shared ownership. Practice facilitation skills grounded in practical strategies to lead productive conversations, encourage diverse perspectives, navigate team challenges, build shared ownership of goals and results, and create an environment where employees feel valued, engaged, and empowered to contribute.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Leading Through Change

February 16 | 9:00 a.m. – noon | Virtual

Guide your team through organizational change with clarity and confidence. Practice communicating change, addressing resistance, and navigating uncertainty while building trust and keeping employees engaged.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Supervisory Development Program (SDP)

Six-Week In-Person Series for Supervisors

February 18 & 25, March 4, 11, 18 & 25

9:00 a.m. – 4:00 p.m.

Note: Register for Session One to automatically enroll you in the full series.

Strengthen the people management and strategic management skills you need as a current supervisor. Build your ability to communicate, coach, resolve conflict, engage employees, make decisions, and align team results with organizational goals.

Topics: purpose and core values; situational leadership; performance management; coaching; employee experience; growth mindset; team development and performance; strengths-based leadership; strategic management tools; and organizational culture.

County Employees: $75 | Public/Nonprofit: $75 | Private: $75

Making the Transition from Staff to Manager

February 24 | 9:00 a.m. – noon | Virtual

Prepare for the shift from individual contributor to manager. Develop skills in leadership, communication, delegation, time management, problem-solving, emotional intelligence, and strategic thinking to build and lead an effective team.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Managing Difficult People

March 10 | 9:00 a.m. – noon | Virtual

Address challenging employee behavior with practical assessment and communication techniques. Explore how to prevent problems, seek employee input, support continued learning, and use communication technology to share knowledge effectively.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Developing the Leader in You Series (DLP)

Six-Week In-Person Series for Aspiring Leaders

April 7, 14, 21, 28, May 5 & 12

9:00 a.m. – 12:30 p.m.

Note: Register for Session One to automatically enroll you in the full series.

Develop your leadership skills in this six-week series for emerging and aspiring leaders. Explore reflection, innovation, relationships, and acumen. Use assessments and practice to build self-awareness, strengthen self-management, and develop your leadership style.

County Employees: $75 | Public/Nonprofit: $75 | Private: $75

Creating and Motivating High-Performance Teams

April 8 | 9:00 a.m. – noon | Virtual

Learn what makes teams effective and how to build and sustain strong performance. Explore tools to strengthen collaboration, develop team loyalty, and improve productivity and the quality of your team's work.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Strengthening Team Dynamics & Leadership

May 20 | 9:00 a.m. – noon | Virtual

Lead remote teams with practical strategies that strengthen relationships and employee engagement. Build trust, support autonomy, and encourage accountability and collaboration in a virtual work environment.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Developing Individuals

The Science of Happiness at Work

January 7 or May 4 | 9:00 a.m. – noon | Virtual

Explore the science of happiness through practical exercises, mindfulness, and reflection. Develop strategies to strengthen resilience, emotional intelligence, and well-being at work. All staff and managers are welcome; no prior experience is required.

County Employees: $50 | Public/Nonprofit: $50 | Private: $50

Effective Time Management

January 14 | 9:00 a.m. – noon | Virtual

Take control of competing tasks, projects, and deadlines. Practice prioritizing, planning, delegating, blocking time, setting boundaries, and tracking how you use your time to manage your workload more effectively.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Sexual Orientation Gender Identity & Gender Expression (SOGIE)

January 21 | 9:00 a.m. – noon | Virtual

Build your understanding of sexual orientation, gender identity, and gender expression. Explore how societal norms and stigma affect workplace experiences, and practice strategies that promote inclusion and respect through discussion, case studies, and interactive activities.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Business Technical Writing

January 28 | 9:00 a.m. – noon | Virtual

Write clear, concise messages that help readers understand and act. Strengthen your approach to emails, business documents, social media, and customer communications while addressing writing etiquette, cultural inclusion, and compliance considerations.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Project Management Fundamentals

February 11 | 9:00 a.m. – 4:00 p.m. | Virtual

Learn the core concepts and activities that support successful projects. Explore project scope, planning, organization, tracking, quality management, change control, and risk management to guide a project from start to completion.

County Employees: $250 | Public/Nonprofit: $300 | Private: $300

Effective Communication Skills

February 17 | 9:00 a.m. – noon | Virtual

Strengthen workplace relationships through active listening, clear communication, and empathy. Practice interpreting nonverbal cues, providing constructive feedback, addressing misunderstandings, and managing challenging conversations to build trust and support employee development.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Lead From Where You Are: Managing Up & Across

March 3 | 9:00 a.m. – noon | Virtual

Strengthen your influence at any organizational level. Practice communicating needs, offering respectful feedback to supervisors, and collaborating with peers. Use scenarios, reflection, and role play to navigate power dynamics and build shared accountability.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Addressing Work's Complexities and Differences

March 17 | 9:00 a.m. – noon | Virtual

Prepare for difficult conversations about misunderstandings, missed deadlines, or concerns from supervisors and customers. Learn practical approaches to manage conflict, address differences, and reach more constructive outcomes.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Disability & Neurodiversity Inclusion

March 24 | 9:00 a.m. – noon | Virtual

Help create a workplace that welcomes people of all abilities and neurotypes. Explore disability and neurodiversity awareness, inclusive language, accessibility, and relevant social and legal frameworks. Practice identifying barriers, challenging stereotypes and ableism, and communicating respectfully.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Coaching Fundamentals

March 30 & April 1 | 9:00 a.m. – noon (Two Half-Days) | Virtual

Build a foundation for coaching others through this two-part workshop. Practice core coaching skills that encourage reflection, self-awareness, and solutions. Learn to support individual growth and performance while responding to changing team and organizational priorities.

County Employees: $75 | Public/Nonprofit: $75 | Private: $75

Strategic Thinking and Planning

March 31 | 9:00 a.m. – noon | Virtual

Turn strategic thinking into practical action. Analyze trends, set priorities, and develop action plans through hands-on exercises that strengthen analytical and creative thinking and help your team navigate complex challenges.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Public Speaking: Foundation to Communication

April 15 | 9:00 a.m. – noon | Virtual

Build confidence speaking in person and online. Practice organizing your message, managing nervousness, engaging audiences, and using your voice and body language effectively. Use interactive exercises and feedback to strengthen your delivery and personal speaking style.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Difficult Conversations & Accountability

April 22 | 9:00 a.m. – noon | Virtual

Address workplace concerns with confidence, fairness, and respect. Practice giving feedback, setting expectations, managing disagreements, and resolving conflicts. Use examples and interactive exercises to build trust and encourage accountability.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Mindfulness & Employee Wellness: Thriving at Work

May 19 | 9:00 a.m. – noon | Virtual

Practice mindfulness and wellness strategies to manage stress, improve focus, and build resilience. Use guided exercises to stay centered during challenging situations and develop a personal set of tools that supports well-being and work-life balance.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

You and a Successful Interview

June 3 | 9:00 a.m. – noon | Virtual

Prepare to present your skills and experience with confidence. Develop and practice interview skills that help you make a strong impression and show how your qualifications align with the position and organization.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Activate Your Career

June 10 | 9:00 a.m. – noon | Virtual

Build a network that supports your career goals. Learn to identify mentors, sponsors, and ambassadors; develop authentic, reciprocal relationships; and use their guidance and advocacy to pursue advancement, leadership roles, and new opportunities.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Unconscious Bias & Microaggressions

June 24 | 9:00 a.m. – 4:00 p.m. | Virtual

Recognize how unconscious bias and microaggressions affect workplace interactions and decisions. Explore research and practical exercises to identify bias, interrupt it in the moment, and strengthen equitable practices and respectful connections across differences.

County Employees: $250 | Public/Nonprofit: $300 | Private: $300

Facilitation Fundamentals

June 29 | 9:00 a.m. – noon | Virtual

Lead more productive meetings, training sessions, and group discussions. Practice encouraging participation, managing group dynamics, asking effective questions, listening actively, and navigating conflict. Use hands-on exercises and feedback to develop your facilitation style and guide groups toward useful outcomes.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Software Skills

Microsoft Excel Fundamentals

January 12 or April 6 | 9:00 a.m. – 4:00 p.m. | Virtual

Build a foundation in Excel. Create, edit, and save worksheets; perform calculations with basic formulas; organize rows and columns; and find and replace data. Practice formatting, conditional formatting, printing, and managing workbooks.

County Employees: $200 | Public/Nonprofit: $250 | Private: $250

Get Organized with Office 365 OneNote

February 4 or May 12 | 9:00 a.m. – noon | Virtual

Organize your work with digital notes in OneNote. Practice note-taking methods that help you capture information, stay organized, and improve productivity in this interactive, instructor-led course.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Microsoft Excel Intermediate

February 9 or May 11 | 9:00 a.m. – 4:00 p.m. | Virtual

Use Excel to analyze data and communicate findings. Practice working with functions and lists, creating charts, and using PivotTables and PivotCharts to support informed decisions.

County Employees: $200 | Public/Nonprofit: $250 | Private: $250

Microsoft Excel Advanced

March 23 or June 16 | 9:00 a.m. – 4:00 p.m. | Virtual

Expand your Excel skills with hands-on practice. Work across worksheets and workbooks, use lookup functions and formula auditing, share and protect files, automate workbook tasks, and explore sparklines, maps, and forecasting.

County Employees: $250 | Public/Nonprofit: $300 | Private: $300

Microsoft Excel Pivot Tables

April 20 or June 29 | 9:00 a.m. – noon | Virtual

Turn data into useful summaries with PivotTables. Practice combining local and external data sources, organizing and filtering information, formatting and refreshing tables, and creating and editing PivotCharts through instructor-led exercises.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Data Analysis with Excel

May 6 | 9:00 a.m. – noon | Virtual

Strengthen your Excel analysis skills using tables, sorting, advanced filters, grouping, outlines, and data validation. Explore what-if scenarios, PivotTables, slicers, timelines, PivotCharts, the Analysis ToolPak, formula and error analysis, and functions such as XLOOKUP and IFERROR. Basic to intermediate Excel experience is required.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Microsoft SharePoint

May 27 | 9:00 a.m. – noon | Virtual

Learn the essentials of SharePoint Online through guided instruction and hands-on practice. Navigate sites, manage document libraries, organize files and folders, and create lists. Explore site structure, library settings, and document permissions to support daily collaboration.

County Employees: $150 | Public/Nonprofit: $200 | Private: $200

Courses for County of Alameda Employees Only

Office Ergonomics

February 2, April 6 or June 8 | 10:00 a.m. – 11:00 a.m. | Virtual

Improve comfort and safety when working at a computer. Learn to assess your workstation, make simple adjustments, and use practices that help prevent injuries and improve efficiency at work and at home.

Fee: N/A | County employees only

Procurement Basics

February 24 or April 21 | 8:30 a.m. – 12:30 p.m. | In person

Learn the County's procurement policies, procedures, and processes in this introductory course for employees with limited procurement experience.

Fee: N/A | County employees only

Managing within Disability Laws & Leaves

March 4 | 9:00 a.m. – 12:30 p.m. | Virtual

Learn how federal and state disability and leave laws connect with County policies and procedures. Explore the Family and Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, maternity and child bonding leave, and resources to help you manage employee leaves.

Fee: N/A | County employees only

Contracts Management

March 24 or June 23 | 8:30 a.m. – 12:30 p.m. | In person

Learn the County's contract policies, procedures, and processes in this introductory course for employees with limited contract management experience.

Fee: N/A | County employees only