



## Workforce Development

City and County of San Francisco  
Department of Human Resources

### DHR Learning & Development Training Calendar Summary—Updated 12/30/2019

For class descriptions and to enroll, go to [www.sfdhr.org/employee-training](http://www.sfdhr.org/employee-training)

		QTR 1	QTR 2	QTR 3	QTR 4
Target Audience		JUL-SEP	OCT-DEC	JAN-MAR	APR-JUN
<b>Career Development</b>					
Growing Your Career	Individuals	9/6 +	12/10+		4/1+
<b>Communication / Relationship Skills</b>					
Crucial Conversations	Individuals, Management	9/26 +	12/12 +	2/27+	
Customer Focused Communication	Individuals	8/15	12/18	3/19	5/19
Lead to Succeed	Supervisory	8/6+	10/29+	3/3+	
Emotional Intelligence	Individuals, Supervisory, Teams	9/11	11/19	2/13	5/8
Practice Makes Perfect	Individuals	7/18+		1/23+	
Presenting to Boards and Commissions	Individuals, Supervisory		10/9		6/25
<b>Diversity, Equity &amp; Inclusion</b>					
Managing Implicit Bias	Individuals, Supervisory, Teams	8/15 9/26	10/23 11/13 12/11	1/22 2/19 3/18	4/15 5/13 6/10
Communicating Across Cultures	Individuals, Teams	8/13			
<b>Organizational Skills</b>					
5 Choices for Extraordinary Productivity	Individuals, Supervisory, Teams		10/24+		5/12+
Facilitation Skills	Individuals, Supervisory, Teams			3/25	
Decision Mojo	Individuals, Supervisory				
Epic Change	Supervisory, Teams				
Project Management	Individuals, Supervisory, Teams	7/11		2/26	6/11
<b>Performance Management</b>					
24 Plus for Supervisors/Managers	Supervisory	>	>	>	
24 Plus REFRESHER	Supervisory	9/24			4/7
Coaching for Excellence	Supervisory				
PPAR Review	Supervisory	8/22			6/3
7 Habits for Managers	Supervisory		10/3+		4/23+
<b>Leadership</b>					
MEA Leadership 1.0 - *A	Supervisory			1/14+++	
MEA Leadership 2.0 - *B	Supervisory	8/20+			
Emerging City Leaders - *C	Supervisory	7/9+	10/1+++		

>24 Plus workshops begin every month, please check our website for course series dates and availability

\*A– Nominations will open three months prior to the start date; October 1st through November 2nd, 2019

\*B - Nominations will open three months prior to the start date; to be announced

\*C - Nominations will open three months prior to the start date; to be announced

Dates are subject to change - please confirm dates at our website [www.sfdhr.org/employee-training](http://www.sfdhr.org/employee-training)

Dates shown with a + is the start date of the workshop with more than one day commitment for the class.

Some classes have prerequisites, please see the class description on the website.

Most DHR courses can be offered to department groups with customization available.