



# Departmental Project Rates: 2016/2017

## City and County of San Francisco

### Department of Human Resources ❖ Workforce Development

SERVICES	FEES
Training and Workshops (Open Enrollment)	<ul style="list-style-type: none"> <li>• \$240 per person for full-day + materials fee when applicable (price includes admin fee)</li> <li>• \$165 per person for half-day + materials fees when applicable (price includes admin fee)</li> </ul>
Department-Specific Workshops, Retreats, and Facilitations	<ul style="list-style-type: none"> <li>• \$1950 for one day for up to 20 people</li> <li>• \$1350 for half-day for up to 20 people</li> <li>• \$350 per hour for hourly events (less than half-day).</li> </ul>
Consulting, Coaching, Program and/or Materials Development and Travel Time	\$125 per hour - billed in 1/2-hour increments.

#### Administrative and Materials Fees for Departmental Workshops and Team Building Retreats

A \$100 fee will be added to the cost of most departmental workshops, in order to cover the cost of materials preparation and tracking course completions in the Peoplesoft Learning Management System. A \$300 fee will be added to all team building programs using DiSC to cover additional cost of administer the DiSC assessment and printing reports. There may be additional charges for materials (e.g., books, workbooks, assessments, surveys), which are calculated on a per person basis

#### Administrative and Materials Fees for Departmental 24 PLUS Workshops

A \$500 fee will be added to the cost of all departmental 24 PLUS workshops to cover the cost of administering online training and assessments. An additional \$300/per person materials fee will be added to cover the cost of purchasing an online learning enrollment, an assessment report, and other materials.

#### Customization and Development Fees Calculation

There will be additional fees for program and material development for all original and customized courses. The cost of developing a course will be based on a standard ratio: 4 hours of development for every 1 hour of classroom instruction. The course development fee may be waived or discounted when standard curriculum is used.

#### Travel Fees

All DHR Workforce Development Division Training is held at 1 South Van Ness in the 4<sup>th</sup> Floor Training Rooms. Trainers may travel to worksites by request on case by case basis, if sufficient equipment and rooms are available at the Client Department. Fees to cover the cost of travel time will be calculated into the cost for services.

#### Refreshments

Coffee and tea are served at no charge for morning and full day workshops held at 1 South Van Ness. Pastries are optional at a \$3/person fee. Departments are responsible for arranging for refreshments at workshops not held at DHR. Fresh fruit may be arranged for additional fees.

#### MORE INFORMATION

Contact the WD Administrator (415-557-4840) or e-mail [WD.DHR@sfgov.org](mailto:WD.DHR@sfgov.org) for questions about open enrollment workshops or contact the WD Training Manager at 557-4930 for more information on scheduling a Department Specific session. DHR Workforce Development schedules and workshop enrollment forms are available at [www.sfdhr.org](http://www.sfdhr.org)