

Regional Training & Development Consortium



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Academies

Public Sector Leadership Academy

Target Audience: Supervisors and Managers

Length: 8 sessions

Trainers: Various internal and external trainers

Dates: 8/13, 8/20, 8/27, 9/10, 9/24, 10/14, 10/22, & 11/4, 2015

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: 9/14, 9/28, 10/22, 10/29, 11/19, 12/2, & 12/17, 2015

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: September 2, 9, 23 & 30, 2015
October 6, 14, 28, & November 3, 2015

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

Available: Through September 2016

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 2016

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 (NEW)

Target Audience: Any employee

Length: ½ day

Trainers: Julie Underwood & Matt Bronson

Date: September 17, 2015

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 Nextdoor, 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 Facilitation Training (NEW)

Target Audience: Any Employee

Length: ½ day

Trainers: Russell Brunson & AddieRose Mayer

Date: September 29, 2015

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: October 27 and 28, 2015
November 18 and 19, 2015

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: October 29, 2015

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: November 3, 2015

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

Writing for Results

Target Audience: Any Employee

Length: 1.5 days

Trainer: Barbara Nelson

Date: TBD 2015

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 27, 2016

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 27, 2016

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.

The Regional Training and Development Consortium is a collaboration and partnership between fifteen Cities, the County of San Mateo, Central County Fire, and the San Mateo County Transit District, to provide and host training and development programs, management tools, and resources to public sector agencies. **Join our 18 member agencies:**

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|-----------------------|-----------------|-----------------------|
| ★ Belmont | ★ Foster City | ★ San Bruno |
| ★ Brisbane | ★ Half Moon Bay | ★ San Carlos |
| ★ Burlingame | ★ Hillsborough | ★ San Mateo |
| ★ Central County Fire | ★ Pacifica | ★ San Mateo County |
| ★ Daly City | ★ Redwood City | ★ South San Francisco |
| ★ East Palo Alto | ★ SamTrans | ★ Woodside |

- ★ *I really enjoyed the session—great resources!*
- ★ *The instructors were very dynamic and knowledgeable!*
- ★ *The sessions provided an opportunity for self-reflection and I learned how I can apply my leadership skills and style.*
- ★ *The ability to interact and network with the other participants was fantastic!*
- ★ *I appreciated the instructors sharing their real life stories and experiences—successes and failures.*
- ★ *The real life scenarios, case studies, and group discussions were invaluable!*
- ★ *The sessions were so relevant to what we are experiencing back at the workplace.*
- ★ *Great discussion of the principles and practices!*

**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 Lenka Diaz at 650-780-7284**

<http://regionaltrainingconsortium.org>