



Schedule of Classes

December 2015 – April 2016

Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, DPA Only classes are open only to employees of CFS, CN, DAAS-APS, DAAS-IHSS, TAD and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Locator #	Fee	Time
Thank You For Calling – DPA Only	12/03/15	48995	n/a	8:30 – 12:30
Writing for Clarity – National University	12/08/15	49002	\$120	8:30 – 4:00
Weathering Change – DPA Only	12/10/15	48996	n/a	8:30 – 4:00
Thank You For Calling – National University	02/11/16	53696	\$80	8:30 – 12:30
Choose Your Battles – National University	03/17/16	53697	\$80	8:30 – 12:30
Writing for Clarity – DPA Only	03/17/16	53702	n/a	8:30 – 4:00
Diversity & Inclusion: Frame by Frame – National University	03/23/16	53698	\$120	8:30 – 4:00
Time Management – DPA Only	03/29/16	53704	n/a	8:30 – 12:30
So, You Think You Want to be a Supervisor? – DPA Only	03/31/16	53705	n/a	8:30 – 4:00
Interviewing and Test Taking Skills – DPA Only	04/14/16	53724	n/a	8:30 – 4:00
Managing Your Emotions – DPA Only	04/21/16	53726	n/a	8:30 – 4:00
Performance Counseling Skills Supervisors Need – DPA Only	04/26/16	53736	n/a	8:30 – 4:00
Weathering Change – DPA Only	04/28/16	53737	n/a	8:30 – 4:00
Classes for Supervisors - Class Name	Date	Locator #	Fee	Time
Fundamentals of Supervision I (5 days) – National University	01/05, 01/06, 01/20, 01/26, 02/02/16	53527	\$650	8:30 – 4:00
Fundamentals of Supervision II (5 days) – National University	02/16, 02/23, 03/01, 03/15, 03/22/16	53805	\$785	8:30 – 4:00, 02/23 and 03/01/16 are 8:30 – 12:30
Fundamentals of Management I (5 days) – National University	01/13, 01/20, 01/27, 02/03, 02/10/16	53492	\$695	8:30 – 4:00, 01/20/16 is 8:30 – 12:30
Fundamentals of Management II (5 days) – National University	03/02, 03/09, 03/16, 03/23, 03/30/16	53782	\$745	8:30 – 4:00, 03/16 and 03/30/16 are 8:30 – 12:30

PERC e-Learning Network

- Go to PERC website (<http://countyline/perc/>).
- Click PERC e-Learning Network at top of page.
- Click *Sign In* on top menu bar; follow directions to log in.
- Click *Class Catalog* on left sidebar.
- Type class locator number in “Search for these words” box.
- Select *Locator Number* radio button.
- Click *Go*.
- Click *Enroll in this class*.
- Click *Yes*.

Payment, purchase order, or approved Education Assistance Proposal (EAP) must be received prior to the start of the class. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS (Learning Management System) you can search and register for upcoming classes, view and print your training transcript and access many other new and exciting features. For more information, go to: <http://countyline/perc/>.

Cancellations – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 work days prior to the first class date.

Training locations:

PERC– San Bernardino
295 E. Caroline St., Suite C

National University - San Bernardino
804 E. Brier Street

PERC - Victorville
17270 Bear Valley Rd., Suite 107