



Performance, Education  
& Resource Centers

# SCHEDULE OF CLASSES

## JANUARY - JUNE 2026

### GENERAL DEVELOPMENT CLASSES

**NEW!**

**Resumes and Applications That Work**

**DATE**      **FEE**      **TIME**  
1/22      \$125      8:30am – 12:30pm

**Building Blocks of Public Speaking**  
FORMERLY "PUBLIC SPEAKING WITHOUT FEAR"

2/5      \$250      8:30am – 4:00 pm

**NEW!**

**Project Management**

2/12      \$250      8:30am – 4:00 pm

**NEW!**

**Ace Your Interview**

2/26      \$125      8:30am – 12:30pm

**Cultivating Emotional Intelligence**

3/5      \$250      8:30am – 4:00 pm

**Elevating Your Customer Service Skills**  
FORMERLY "ENHANCING YOUR CUSTOMER SERVICE SKILLS: A MISSION POSSIBLE!"

3/12      \$125      8:30am – 12:30 pm

**NEW!**

**Intrapersonal Communication**

3/19      \$125      8:30am – 12:30pm

**Managing Stress for a Balanced Life**

3/25      \$125      8:30am – 12:30pm

**NEW!**

**Building Your Personal Brand**

3/26      \$125      8:30am – 12:30pm

**NEW!**

**Pillars of Trust**

4/9      \$125      8:30am – 12:30pm

**Insights Into Supervision: Learn Before You Lead**

4/16      \$125      8:30am – 12:30 pm

**Guiding Staff to Performance Excellence**  
FORMERLY "PERFORMANCE COUNSELING SKILLS SUPERVISORS NEED"

4/23      \$125      8:30am – 12:30 pm

**Own the Clock: Tools to Maximize Your Day**  
FORMERLY "TIME MANAGEMENT"

5/7      \$125      8:30am – 12:30pm

**Leading Change**

5/14      \$125      8:30am – 12:30pm

**Business Writing Essentials**  
FORMERLY "WRITING FOR CLARITY AND CAREER"

5/21      \$125      8:30am – 12:30pm

**Managing Stress for a Balanced Life**

6/4      \$125      8:30am – 12:30pm

**Resumes and Applications That Work**

6/11      \$125      8:30am – 12:30pm

**NEW!**

**Project Management**

6/18      \$250      8:30am – 4:00 pm

**NEW!**

**Ace Your Interview**

6/25      \$125      8:30am – 12:30pm

PERC accepts payment through the County Education Assistance Proposal (EAP) Form  
Click [HERE](#) for more details on how to apply.



217 E. Club Center Dr, Suite A  
San Bernardino, CA 92408  
(909) 420 - 6400  
<https://perclms.sbcounty.gov/learn>



## Course Payment Options

PERC accepts payment by an approved Education Assistance Proposal (EAP) form. The EAP is completed for each course the registrant would like to attend. The form allows the interested student to fill in how the cost of the course will be covered. The county encourages and supports staff development, therefore providing multiple options for course payment:

- **Tuition Reimbursement Funds:** The Memorandum of Understanding (MOU) provides full-time employees, in eligible classifications and bargaining units, the opportunity to utilize eligible tuition reimbursement funds to pay for on-going county development courses. Tuition Reimbursement amounts vary per classification. Visit <https://wpcl.sbcounty.gov/perc/services-resources/tuition-reimbursement/> to review your fiscal year tuition reimbursement allotment.
- **Department Budget Transfer:** Many county staff development courses are funded by registrants' departments. This would require the registrant's department head's signature and approval for the stated course on the EAP.
- **Personal Check, Money Order, and/or Cashier's Check (payable to: San Bernardino County):** If registrant would not like to use eligible tuition reimbursement funds, or seek department funding, registrant may pay out of pocket for the course utilizing the payment methods mentioned.

The completed **EAP is due 15 days prior to the enrollment date**. Please note that the EAP must be signed by the registrant's Department Head if using Tuition Reimbursement or Department Budget Transfer Funds.

**Cancellations:** Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least 10 workdays prior to the first-class date.

For additional information, please **contact PERC at (909) 420-6400, option 1 or email**  
[PERCEAPSupport@hss.sbcounty.gov](mailto:PERCEAPSupport@hss.sbcounty.gov)