



Performance, Education
& Resource Centers



SCHEDULE OF CLASSES

JANUARY – JUNE 2025

Website: <https://perclms.sbcounty.gov/learn>

GENERAL DEVELOPMENT CLASSES	DATE	FEE	TIME
Managing Stress for a Balanced Life	1/16, 5/22	\$125	8:30am – 12:30pm
Resume Writing and Interviewing	1/23, 5/15	\$250	8:30am – 4pm
Public Speaking Without Fear	2/6	\$250	8:30am – 4pm
Enhancing Your Customer Service Skills: A Mission Possible!	2/13, 5/1	\$250	8:30am – 4pm
Leading Change	3/6	\$250	8:30am – 4pm
Time Management	3/13, 6/2	\$125	8:30am – 12:30pm
Cultivating Emotional Intelligence for Success in Life and Work	3/20	\$250	8:30am – 4pm
Insights Into Supervision: Learn Before You Lead	3/24	\$250	8:30am – 4pm
Performance Counseling Skills Supervisors Need	4/3	\$250	8:30am – 4pm
Writing for Clarity and Career	4/21	\$250	8:30am – 4pm

CLASSES FOR SUPERVISORS	DATE	FEE	TIME
Fundamentals of Supervision I (Session #1)	1/7	\$600	8:30am – 4pm
	1/8		8:30am – 5pm
	1/14		8am – 5pm
Fundamentals of Supervision I (Session #2)	4/1	\$600	8:30am – 4pm
	4/2		8:30am – 5pm
	4/8		8am – 5pm
Fundamentals of Supervision II (Session #1)	2/4	\$1,000	8:30am – 12:30pm
	2/18		Self-led eLearning
	2/25		8:30am-4pm
	3/4		Self-led eLearning
	3/11		8:30am – 12:30pm
Fundamentals of Supervision II (Session #2)	4/29	\$1,000	8:30am – 12:30pm
	5/13		Self-led eLearning
	5/20		8:30am-4pm
	5/27		Self-led eLearning
	6/3		8:30am – 12:30pm

CLASSES FOR MANAGEMENT	DATE	FEE	TIME
Fundamentals of Management I	1/8	\$1,000	8:30am – 4pm
	1/15		8:30 am – 12:30pm
	1/22		8:30am – 4pm
	1/29		8:30am – 4pm
	2/25		8:30am – 4pm
Fundamentals of Management II	2/26	\$1,000	8:30am – 4pm
	3/5		8:30am – 4pm
	3/12		8am – 5pm
	3/19		8:30am – 4pm

COURSE PAYMENT OPTIONS

The county encourages and supports staff development therefore there are multiple options for course payments:

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

- **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 Click <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 registrants department head signature and approval for 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 self-pay for the course utilizing the payment methods mentioned.

The completed **EAP is due 15 days from the enrollment date**. Please note that the EAP must be signed by the registrant Dept. 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**.