STATE TRAINING CENTER

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http://www.dpa.ca.gov/tcid/stc/stcmain.shtm

ENROLLMENT STATUS OF STC PROGRAMS AS OF 08/15/00.

D-DAY = THE DATE BY WHICH WE MUST HAVE ACHIEVED MINIMUM ENROLLMENT

GO = CLASS WILL MEET AS SCHEDULED
CANCEL = CLASS WILL NOT MEET

FOR INFORMATION CONCERNING REGISTRATIONS CALL 916-445-5121

SECT. NO.	BEGIN DATE	CURRENT ENROLL.	D-DAY
100 STC and CSUS Announce "Management Certificate Program" This Course consists of Nine one-day sessions			
100A	10/06/00	23	09/22
100B	01/10/01	5	12/27
111 STRATEGIC PLANNING WORKSHOP 3 DAYS			
1	11/27/00	6	11/13
2	04/11/01	2	03/28
112 PERFORMANCE MEASUREMENT 2 DAYS			
1	10/30/00	4	10/16
2	03/26/01	1	03/12
113 ACTIVITY BASED COSTING 2 DAYS			
1	11/01/00	1	10/18
2	03/28/01	-	03/14
210 PROJECT MANAGEMENT - 3 DAYS			
2	09/25/00	22	09/11
3	11/06/00	10	10/23
4	01/24/01	2	01/10
220 EEO & AFFIRM ACTION - 1 DAY			
1	10/04/00	10	09/20
2	06/01/01	1	05/18
225 INTERVIEWING TECHNIQUES - 1 DAY			
1	10/10/00	9	09/26
2	06/12/01	2	05/29
227 COMPETENCY BASED INTERVIEWING 1 DAY			
1	01/31/01	4	01/17
2	05/23/01	1	05/09
230 PLANNING & APPRAISING EMPLOYEE PERFORMANCE - 2 DAYS			
1	09/25/00		FULL
2	12/13/00	13	11/29
3	02/22/01	2	02/09
235 MANAGER'S ROLE IN REDUCING EMPLOYEE STRESS -1 DAY			
1	11/28/00	8	11/14
2	05/16/01	1	05/02
240 DISCIPLINARY PROCESS - 2 DAYS			
1	10/12/00		FULL
2	01/02/01	21	12/29
3	03/26/01	5	03/13
250 LABOR RELATIONS AND GRIEVANCE HANDLING - 2 DAYS			
1	09/21/00	16	09/07
2	02/01/01	4	01/18
264 NEGOTIATING SKILLS - 2 DAYS			
1	09/07/00	26	08/24
2	11/20/00	8	11/06
267 VALUING & MANAGING THE MULTI - CULTURAL WORKFORCE - 2 DAYS			
1	10/02/00		FULL
2	01/11/01	12	12/28
3	05/30/01	1	05/16
275 WRITING FOR MANAGERS - 1 DAY			
1	11/10/00		CANCEL
1A	11/09/00	5	10/26
305 INTRODUCTION TO CONTINUOUS IMPROVEMENT -- 1 DAY			
1	12/01/00	19	11/17
2	06/11/01	3	05/28
310 TEAM BUILDING - 2 DAYS			
1	09/06/00	8	08/23
2	12/07/00	9	11/23
311 UNDERSTANDING YOURSELF AND OTHERS - 1 DAY			
1	08/23/00	18	GO
2	10/25/00	8	10/11
312 EFFECTIVE MEETINGS - 2 DAYS			
1	08/24/00		FULL
2	10/26/00	8	10/12
3	02/08/01	2	01/25
315 LEADERSHIP - 2 DAYS			
1	08/30/00	14	08/16
2	03/19/01	2	03/05
320 TEAM FACILITATORS WORKSHOP - 2 DAYS			
1	10/16/00	18	10/02
2	11/27/00	4	11/13
322 BRAINSTORMING, PRIORITY SETTING AND DECISION MAKING 2 DAYS			
1	02/22/01	6	02/08
323 KNOWLEDGE MAPPING - 2 DAYS			
1	11/06/00	18	10/23
2	04/30/01	1	04/16
330 PROBLEM SOLVING & DECISION MAKING - 4 DAYS			
1	10/16/00		FULL
2	12/04/00		11/20
3	01/16/01	4	01/02
335 STRESS MANAGEMENT - 1 DAY			
1	10/05/00	17	09/21
2	12/06/00	4	11/22
340 EFFECTIVE USE OF TIME - 1 DAY			
2	09/15/00	16	09/01
3	10/20/00	7	10/06
4	12/01/00	3	11/17
345 CONFLICT MANAGEMENT – 2 DAYS			
1	09/18/00	18	09/04
2	11/02/00	6	10/19
3	01/16/01	3	01/02
350 HOW TO DO CUSTOMER SURVEYS - 1 DAY			
1	10/30/00	6	10/16
355 EFFICIENCY IN READING - 1 DAY			
1	09/29/00	14	09/15
2	02/16/01	2	02/02
360 BUSINESS PROCESS ANALYSIS 3 DAYS			
1	10/02/00	14	09/18
2	06/11/01	1	05/28
370 TELECOMMUTING - 1 DAY For information, please contact David Fleming 327-9143			
401 COACHING WORKSHOP 1 DAY			
1	01/16/01	8	01/02
2	06/06/01	1	05/23
405 LEADPERSON WORKSHOP - 3 DAYS			
3	09-06/00	15	08/23
4	09/27/00	10	09/13
5	11/01/00	7	10/18
6	11/29/00	2	11/15
407 TRANSITION TO SUPERVISION-1 DAY			
1	10/31/00	17	10/17
2	02/13/01	2	01/30
409A BASIC SUPERVISION - WEEK ONE			
4	08/28/00		FULL
5	09/18/00		FULL
6	10/02/00		FULL
7	10/16/00		FULL
8	11/06/00		CANCEL
8A	11/13/00		FULL
9	11/27/00	27	11/13
10	12/04/00	5	11/20
11	01/22/01	3	01/08
12	02/05/01	1	01/22
13	03/05/01	2	02/19
14	03/19/01	-	03/05
15	04/02/01	1	04/06
409B BASIC SUPERVISION - WEEK TWO			
3	08/21/00	22	GO
4	09/11/00		FULL
5	09/25/00	23	09/11
6	10/23/00		FULL
7	10/30/00	13	10/16
8	11/13/00	17	10/30
9	12/11/00	18	11/27
10	01/08/01	6	12/25
11	01/22/01	4	01/08
415 ON-THE JOB TRAINING - 1 DAY			
1	12/07/00	15	11/23
2	06/21/01	-	06/07
420 SUP FORUM: DEALING WITH DIFFICULT PEOPLE - 1 DAY			
1	08/18/00	26	GO
2	09/08/00	18	08/25
3	10/06/00	23	09/22
4	11/10/00		CANCEL
4A	11/09/00	6	10/26
421 SUP FORUM: MANAGING MULTIPLE PRIORITIES – 1 DAY			
1	02/15/01	7	02/01
425 ADA & ESSENTIAL FUNCTIONS-1 DAY			
1	03/02/01	6	02/16
509 OFFICE SUPPORT WORKSHOP - 3 DAYS			
1	09/20/00	14	09/06
2	12/04/00	5	11/20
510 TELEPHONE COMMUNICATION - 1 DAY			
1	09/19/00	18	09/05
2	11/30/00	-	11/16
511 RECORDING MINUTES - 1 DAY			
1	10/20/00		FULL
2	02/09/01	9	01/26
3	06/29/01	-	06/15
515 ADMINISTRATIVE WRITING - 2 DAYS			
2	09/05/00	21	08/22
3	11/16/00	11	11/02
4	01/08/01	2	12/22
520 GRAMMAR - 3 DAYS			
2	09/12/00		FULL
3	10/03/00	19	09/19
4	10/24/00	5	10/10
5	11/20/00	2	11/06
521 SPELLING & VOCABULARY - 2 DAYS CLASSES ARE HELD FROM 9:00 - 4:00			
1	08/28/00	20	08/14
2	02/05/01	12	01/22
3	06/14/01	3	05/31
555 WORKPLACE SECURITY 1 DAY			
1	02/14/01	1	01/31
565 WORKPLACE SECURITY FOR SUPERVISORS 1 DAY			
1	02/15/01	5	02/01
575 WORKPLACE SECURITY FOR TRAINERS 2 DAYS			
1	01/18/01	4	01/04
610 EFFECTIVE USE OF - 2 DAYS NUMBERS			
1	10/12/00	13	09/28
2	01/29/01	6	01/15
611 INTRODUCTION TO ANALYTIC STAFF WORK - 2 DAYS			
3	08/21/00		FULL
4	08/31/00		FULL
5	09/27/00		FULL
6	10/10/00		FULL
7	10/26/00		FULL
8	11/09/00		CANCEL
8A	11/16/00		FULL
9	11/20/00	21	11/06
10	12/11/00	4	11/27
11	02/01/01	3	01/18
612 DEVELOPING ANALYTICAL SKILLS – 5 DAYS: 3 DAY SESSION PLUS 2 DAY SESSION			
2	08/23/00		FULL
3	09/06/00		FULL
4	10/02/00		FULL
5	10/23/00	20	10/09
6	11/06/00	8	10/23
7	01/03/01	7	12/20
613 PROGRAM ANALYSIS AND EVALUATION FOR ANALYSTS - 4 DAYS			
1	10/16/00	11	10/02
2	01/22/01	3	01/08
615 BASIC STATISTICS - 4 DAYS			
1	11/06/00	20	10/23
2	02/26/01	4	02/12
621 WRITTEN COMMUNICATION - 4 DAYS			
2	08/21/00	13	08/07
3	09/11/00	15	08/28
4	10/10/00	12	09/26
5	10/30/00	4	10/16
622 WRITING LETTERS, MEMOS & OTHER SHORT DOCUMENTS - 1 DAY			
2	09/11/00		FULL
3	10/02/00		FULL
4	10/23/00	22	10/09
5	12/01/00	5	11/17
6	12/08/00	4	11/24
623 COMPLETED STAFF WORK - 2 DAYS			
4	08/21/00		FULL
5	09/05/00		FULL
6	09/11/00		FULL
7	09/28/00	19	09/14
8	10/10/00	10	09/26
9	10/26/00	9	10/12
10	11/09/00		CANCEL
10A	10/30/00	4	10/16
624 EDITING WORKSHOP - 1 DAY			
1	10/27/00	23	10/13
2	03/09/01	2	02/16
625 TECHNICAL REPORT WRITING –3 DAYS			
1	01/17/01	7	01/03
2	05/14/01	-	04/30
629 PROCEDURE & MANUAL WRITING - 5 HALF-DAY CLASSES PLUS APPOINTMENT			
1	11/13/00	15	10/30

SECT. NO.	BEGIN DATE	CURRENT ENROLL.	D DAY
2	02/26/01	3	02/12

630 GRANT PROPOSAL WRITING- 2 DAYS

1	01/18/01	12	01/04

642 BUDGET PROCESS WORKSHOP 3 DAYS

2	08/21/00		CANCEL
3	09/11/00		FULL
4	10/10/00		FULL
5	10/24/00		CANCEL
6	11/14/00		FULL
7	01/04/01	20	12/21
8	01/22/01	6	01/08

643 BUDGET CHANGE PROPOSAL WORKSHOP NEW COURSE NUMBER 1 DAY

1	10/12/00		FULL
2	10/27/00		FULL
3	11/16/00		FULL
4	03/22/01	15	03/08

645 COST/BENEFIT ANALYSIS - 2 DAY

1	10/12/00	12	09/28
2	04/12/01	5	03/29

676 LEGISLATIVE PROCESS - 1 DAY

2	09/27/00		FULL
3	01/16/01	10	01/02

677 LEGISLATIVE BILL ANALYSIS - 2 DAYS

2	08/23/00	26	GO
3	09/28/00		FULL
4	10/31/00	11	10/17
5	01/17/01	1	01/03

720 DEVELOPING CAREER POTENTIAL – 1-DAY

1	10/24/00	26	10/10
2	01/16/01	3	01/02
3	04/24/01	-	04/10

725 GET THAT JOB

1	09/18/00	18	09/04
2	02/15/01	4	02/01
3	06/29/01	3	06/15

750 INDIVIDUAL DEVELOPMENT PLANNING 1 DAY

1	02/26/01	9	02/13

777 SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE - 3 DAYS

2	10/23/00	10	10/09
3	12/11/00	11	11/27

810 MANAGING YOURSELF ON THE JOB - 2 DAYS

2	10/10/00	21	09/26
3	12/11/00	7	11/27

811 PRINCIPLES OF MULTIMEDIA PRESENTATIONS - 1 DAY

1	11/29/00	12	11/15
2	06/05/01	1	05/22

812 PRESENTATION SKILLS - 2 DAYS

2	08/28/00		FULL
3	09/25/00	15	09/11
4	10/30/00	3	10/16
5	12/11/00	3	11/27

813 EFFECTIVE LISTENING - 1 DAY

1	08/23/00		FULL
2	10/18/00	16	10/04
3	11/15/00	3	11/01
4	12/13/00	3	11/29

815 CUSTOMER SERVICE - 1 DAY

1	08/28/00		FULL
2	10/06/00	11	09/22
3	11/13/00	6	10/30

816 INTERPERSONAL COMMUNICATION AT WORK - 2 DAYS

2	08/21/00		FULL
3	10/02/00		FULL
4	11/13/00	15	10/30
5	12/04/00	2	11/20

824 RULEMAKING- 3 DAYS

1	09-26/00		FULL
2	10/17/00		FULL
3	11/14/00		FULL
4	01/09/01		FULL
5	02/27/01	3	02/13
6	05/08/01	1	04/24

826 CLASSIFICATION AND PAY - 2 AND 1/2 DAYS

2	10/04/00		FULL
3	01/24/01	11	01/10
4	03/14/01	4	02/28

830 EMPLOYEE BENEFITS TRAINING - NOW 3 DAYS

1	09/18/00		FULL
2	11/06/00	22	10/23
3	01/29/01	2	01/15
4	03/26/01	-	03/12

835 RETURN TO WORK TRAINING 5 DAYS

1	01/22/01	8	01/08

840 TRAVEL ADMINISTRATION 2 DAYS

1	09/12/00		FULL
2	10/24/00		FULL
3	11/28/00	9	11/14
4	01/23/01	2	01/09

841 RELOCATION - 1 DAY

1	10/26/00	18	10/12
2	01/25/01	4	01/11

901 ORIENTATION TO THE TRAINING FUNCTION - 1 DAY

1	11/09/00	7	10/26

902 TRAINERS' WORKSHOP - 5 DAYS

1	10/30/00	11	10/16
2	01/22/01	3	01/08

908 INST TECH FOR TRAINERS - 3 DAYS

1	09/06/00	12	08/23
2	10/11/00	6	09/27
3	11/29/00	4	11/15

910 PERFORMANCE CONSULTING FOR HUMAN RESOURCE PROFESSIONALS-2 DAYS

1	01/29/01	15	01/15

912 INTERACTIVE TRAINING TECHNIQUES 2 DAYS

1	11/08/00	11	10/25

925 EMPLOYEE ASSISTANCE PROGRAM (EAP) TRAINING-FOR-TRAINERS 1 DAY

For more information, call Diane McGee at 324-9353 or e-mail to DianeMcGee@dpa.ca.gov.

930 RETURN ON INVESTMENT 1 DAY

1	11/10/00		CANCEL
1A	01/16/01	3	01/03

NEW WEB-BASED TRAINING STARTS

2070 STRATEGIC PLANNING 08/28/00
5 ENROLLED

2100 PROJECT MANAGEMENT 08/28/00
8 ENROLLED

3400 TIME MANAGEMENT 08/28/00
11 ENROLLED

5200 GRAMMAR MATTERS 08/28/00
10 ENROLLED

5210 THE POWER OF WORDS 08/28/00
7 ENROLLED

CONTINUOUS IMPROVEMENT Certificate Series
Call Teresita Madani @ 324-4047

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