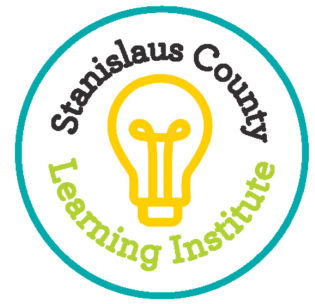


Confidential Assistant HR Academy 2024



TAUGHT BY

Various County Employee Experts

WHEN

April 17, 18

May 1, 15, 16, 29

June 12

Registrants Must Attend All
Seven Days Of Training

TIME

1:00pm - 5:00pm

WHERE

County Center III
917 Oakdale Road

OPEN TO

All Confidential Assistants

Stanislaus County's Confidential Assistant (CA) academy offers foundational training in the areas of HR policies, procedures, and standard County practice.

Support professional growth and development

Encourage networking and collaboration

Facilitate consistence in the application of HR

Whether you are new in your CA role, have years of experience, or want to learn about other areas of HR, this academy will help build your knowledge and skills. Designed to enhance succession planning, the cohort will also give you an opportunity to connect with other CA's and exchange best practices and process improvement ideas.

Day 1 - April 17

Setting Leadership
Expectations/Performance
Management Overview

Day 2 - April 18

Merit Systems & Recruitment
Overview

Day 3 - May 1

Equal Employment Opportunity
(EEO)

Day 4 - May 15

Labor Philosophy &
Progressive Discipline Process

Day 5 - May 16

Disability Management and the
Interactive Process

Day 6 - May 29

Time & Labor (Payroll)

Day 7 - June 12

Professional Growth &
Development

Self-Register on *PeopleSoft*

Registration begins March 4th, 2024

PeopleSoft > Self Service > Learning and
Development > Request Training Enrollment

Course Code/Number: ICAA

Questions? Contact us @ LearningInstitute@stancounty.com

