**HR Administration Schedule**

**Session One Location: Zoom Date: November 18, 2020 1:30 – 4:00pm**

Zoom 101/Class Ground Rules (Clint Dougherty) 1:30 – 1:45

Course Introductions (Abe Ali, Clint Dougherty) 1:45 – 2:00

Class Introductions 2:00 – 2:30

Break/Networking 2:30 – 2:45

HR Handbook/Resources (Erickson Law Firm) 2:45 – 3:45

Wrap-up 3:45 – 4:00

**Session Two Location: Zoom Date: January 14, 2021 1:30 – 4:00pm**

Classification and Employee Groups (Clint Dougherty, AALRR) 1:30 – 2:00

Use of Temporary Employees (AALRR) 2:00 – 2:15

Break/Networking 2:15 – 2:30

Job Descriptions/Announcements/Employment Contracts (AALRR) 2:30 – 3:00

Breakout session – Job Descriptions/Announcements/Contracts (AALRR) 3:00 – 3:30

Wrap-up 3:30 – 4:00

**Session Three Location: Zoom Date: February 25, 2021 1:30 – 4:00pm**

Principles of Leadership and Management (Clint Dougherty) 1:30 – 2:15

Break/Networking (Erickson Law Firm) 2:15 – 2:30

Dealing with conflict and difficult employees (Erickson Law Firm) 2:30 – 3:30

Break/Networking 2:30 – 2:45

Employee Evaluations and Discipline (Erickson Law Firm) 2:45 – 3:45

Wrap-up 3:45 – 4:00

**Session Four Location: Zoom Date: March 18, 2021 1:30 – 4:00pm**

Balancing compliance and people (Abe Ali, Clint Dougherty) 1:30 – 2:45

Break/Networking 2:45 – 3:00

Challenges of CCCC HR and becoming a leader (Abe Ali, Clint Dougherty) 3:00 – 3:45

Wrap-up 3:45 – 4:00

**Session Five Location: Zoom Date: April 22, 2021 1:30 – 4:00pm**

Introduction to negotiations (Liebert Cassidy Whitmore) 1:30 – 2:15

Negotiations Strategies (Liebert Cassidy Whitmore) 2:15 – 2:45

Case Studies / Breakout groups (Liebert, Cassidy, Whitmore) 2:45 – 3:30

Class group report (Liebert Cassidy Whitmore) 3:30 – 3:45

Wrap-up 3:45 – 4:00

**Session Six Location: Zoom Date: May 13, 2021 1:30 – 4:00pm**

Mock negotiations (Liebert Cassidy Whitmore) 1:30 – 3:15

Intro to Interest Based Bargaining (Liebert Cassidy Whitmore) 3:15 – 3:45

Wrap-up 3:45 – 4:00

**Session Seven Location: Zoom Date: June 17, 2021 1:30 – 4:00pm**

EEO & Diversity (Greg Smith, Irma Ramos) 1:30 – 2:30

Break/Networking 2:30 – 2:45

EEO Plan and Recruitment Strategies (Greg Smith, Irma Ramos) 2:45 – 3:45

Wrap-up 4:00 – 4:30

**Session Eight Location: Zoom Date: July 22, 2021 1:30 – 4:00pm**

Title IX (Liebert Cassidy Whitmore) 1:30 – 2:00

Discrimination Complaints (Liebert Cassidy Whitmore) 2:00 – 2:30

Break/Networking 2:30 – 2:45

Case Studies (Liebert Cassidy Whitmore) 2:45 – 3:45

Wrap-up 3:45 – 4:00

**Session Nine Location: Zoom Date: August 19, 2021 1:30 – 4:00pm**

Legal issues and dealing with legal matters (AALRR) 1:30 – 2:30

* Subpoenas/Public Record Requests
* FERPA/HIPPA
* Brown Act

Break/Networking 2:30 – 2:45

Legal Issues Case Studies (AALRR) 2:45 – 3:15

Grievances 3:15 – 3:45

Wrap-up 2:45 – 4:30

**Session Ten Location: Zoom Date: September 16, 2021 1:30 – 4:30**

Group discussion 1:30 – 2:00

CHRO Panel (TBD) 2:00 – 2:45

Break/Networking 2:45 – 3:00

CHRO Panel (TBD) 3:00 – 3:45

Class wrap-up and Evaluation 3:45 – 4:15

**Graduation** 4:15 – 4:30