

Schedule of Classes

June – Oct. 2021




Classes will be presented at PERC San Bernardino unless otherwise noted.

Note: Because of the funding source, HS Only classes are open only to employees of CFS, CNET, DAAS-APS, DAAS-IHSS, TAD and Human Services administrative support divisions.

General Development Classes - Class Name	Date	Fee	Time
Public Speaking Without Fear – HS Only	06/10/21	n/a	8:30 – 4
Enhancing Your Customer Service Skills: A Mission Possible!	06/15/21	\$250	8:30 – 4
Performance Counseling Skills Supervisors Need – HS Only	06/24/21	n/a	8:30 – 4
Managing Your Emotions	06/30/21	\$250	8:30 – 4
Weathering Change	07/08/21	\$250	8:30 – 4
Insights Into Supervision: Learn Before You Lead – HS Only	07/13/21	n/a	8:30 – 4
Managing Your Emotions – HS Only	07/29/21	n/a	8:30 – 4
Weathering Change – HS Only	08/05/21	n/a	8:30 – 4
Public Speaking Without Fear	08/25/21	\$250	8:30 – 4
Insights Into Supervision: Learn Before You Lead – HS Only	09/01/21	n/a	8:30 – 4
Writing for Clarity and Career – HS Only	09/09/21	n/a	8:30 – 4
Performance Counseling Skills Supervisors Need	09/21/21	\$250	8:30 – 4
Weathering Change – HS Only	10/13/21	n/a	8:30 – 4
Time Management – HS Only	10/20/21	n/a	8:30 – 12:30
Enhancing Your Customer Service Skills: A Mission Possible! – HS Only	10/27/21	n/a	8:30 – 4

PERC LMS

- Go to PERC website (<http://cmscl.sbcounty.gov/perc>).
- Click the *Class Registration* tab at the top right of page.
- Follow directions to sign on.
- Click on the three line menu icon  on the top left menu bar.
- Select *Course Catalog* from the drop down menu.
- Click on any course (depicted without a lock icon) you want to enroll in.
- Click on *Select a session* in the upper right corner.
- Select the *Session* from the drop down menu.
- Click on *Enroll/Enroll (waiting list)*.

We accept payment by approved Education Assistance Proposal (EAP), which must be received prior to the start of the class, tuition reimbursement funds, department budget transfer, personal check, money order or cashier's check. When paying by check, make checks payable to San Bernardino County. For additional information, please contact PERC at (909) 420-6400.

Through the PERC LMS you can search and register for upcoming classes and access many other new and exciting features. For more information, go to: <http://cmscl/sbcounty.gov/perc>.

Cancellations – Registrants who fail to attend are liable for the entire workshop fee unless they cancel their registration at least ten working days prior to the first class date.

Training locations:

PERC - San Bernardino

ICEMA

Holiday Inn Express – Loma Linda

PERC - Victorville

295 E. Caroline St., Ste. C
Rd., Ste. 107

1425 S. D St.

25222 Redlands Blvd.

17270 Bear Valley

Molina Maximum Healthcare Services – San Bernardino
550 E. Hospitality Lane

Workforce Development Dept. (WDD) - Employment Resource Ctr.
658 E. Brier Dr., Ste. 100, San Bernardino