



Schedule of Classes


Jan. - June 2024

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

General Development Classes - Class Name	Date	Fee	Time
Managing Your Emotions	1/11/24	\$250	8:30 a.m. – 4 p.m.
Resume Writing and Interviewing	1/23/24	\$250	8:30 a.m. – 4 p.m.
Public Speaking Without Fear	2/6/24	\$250	8:30 a.m. – 4 p.m.
Customer Service Skills: A Mission Possible!	2/15/24	\$250	8:30 a.m. – 4 p.m.
Leading Change	3/7/24	\$250	8:30 a.m. – 4 p.m.
Time Management	3/12/24	\$125	8:30 a.m. – 12:30 p.m.
Cultivating Emotional Intelligence for Success in Life and Work	3/19/24	\$250	8:30 a.m. – 4 p.m.
Insights Into Supervision: Learn Before You Lead	3/26/24	\$250	8:30 a.m. – 4 p.m.
Performance Counseling Skills Supervisors Need	4/10/24	\$250	8:30 a.m. – 4 p.m.
Writing for Clarity and Career	4/25/24	\$250	8:30 a.m. – 4 p.m.
Enhancing Your Customer Service Skills	5/8/24	\$250	8:30 a.m. – 4 p.m.
Managing Stress for a Balanced Life	5/22/24	\$125	8:30 a.m. – 12:30 p.m.
Time Management	6/11/24	\$125	8:30 a.m. – 12:30 p.m.
Classes for Supervisors	Dates	Fee	Time
Fundamentals of Supervision I (3 days) at the Holiday Inn Express	1/9, 1/10 and 1/16/24	\$600	1/9 – 8:30 a.m. – 4 p.m. 1/10 – 8:30 a.m. – 5 p.m. 1/16 – 8 a.m. – Noon and 1 - 5 p.m.
Fundamentals of Supervision I (3 days) at the Holiday Inn Express	4/2, 4/3 and 4/9/24	\$600	4/2 – 8:30 a.m. – 4 p.m. 4/3 – 8:30 a.m. – 5 p.m. 4/9 – 8 a.m. – Noon and 1 - 5 p.m.
Fundamentals of Supervision II (6 days) 1/30 – PERC 2/6 – Virtual 2/13 – Virtual 2/20 – Holiday Inn Express 2/27 – Virtual 3/5 – Holiday Inn Express	1/30, 2/6, 2/13, 2/20, 2/27 and 3/5/24	\$1,000	1/30 – 10 a.m. - Noon 2/6 – Self-led 2/13 - Self-led 2/20 – 8:30 a.m. – Noon and 1 - 4 p.m. 2/27 – Self-led 3/5 – 8:30 a.m. – 12:30 p.m.
Fundamentals of Supervision II (6 days) 4/23 – PERC 4/30 – Virtual 5/7 – Virtual 5/14 – Holiday Inn Express 5/21 – Virtual 5/28 – Holiday Inn Express	4/23, 4/30, 5/7, 5/14, 5/21 and 5/28/24	\$1,000	4/23 – 10 a.m. - Noon 4/30 – Self-led 5/7 - Self-led 5/14 – 8:30 a.m. – Noon and 1 - 4 p.m. 5/21 – Self-led 5/28 – 8:30 a.m. – 12:30 p.m.
Classes for Management	Dates	Fee	Time

Fundamentals of Management I (5 days) at Homewood Suites	1/10, 1/17, 1/24, 1/31 and 2/7/24	\$1,000	1/10 – 8:30 a.m. – 4 p.m. 1/17 – 8:30 a.m. – 12:30 p.m. 1/24 - 8:30 a.m. – 4 p.m. 1/31 - 8:30 a.m. – 4 p.m. 2/7 - 8:30 a.m. – 4 p.m.
Fundamentals of Management II (4 days) Homewood Suites	2/21, 2/28, 3/6 and 3/13/24	\$1,000	2/21 – 8:30 a.m. – 4 p.m. 2/28 – 8:30 a.m. – 4 p.m. 3/6 - 8 a.m. – Noon and 1 – 5 p.m. 3/13 – 8:30 a.m. – 4 p.m.

PERC Learning Center

- Navigate to the PERC Learning Center, using Chrome or Microsoft Edge internet browsers: <https://perclms.sbcounty.gov/learn>.
- 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 register for.
- 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, option 3.

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

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.

Training locations:

PERC – San Bernardino 295 E. Caroline St., Ste. C	Holiday Inn Express – Loma Linda 25222 Redlands Blvd.	Homewood – San Bernardino 885 E. Hospitality Ln.
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