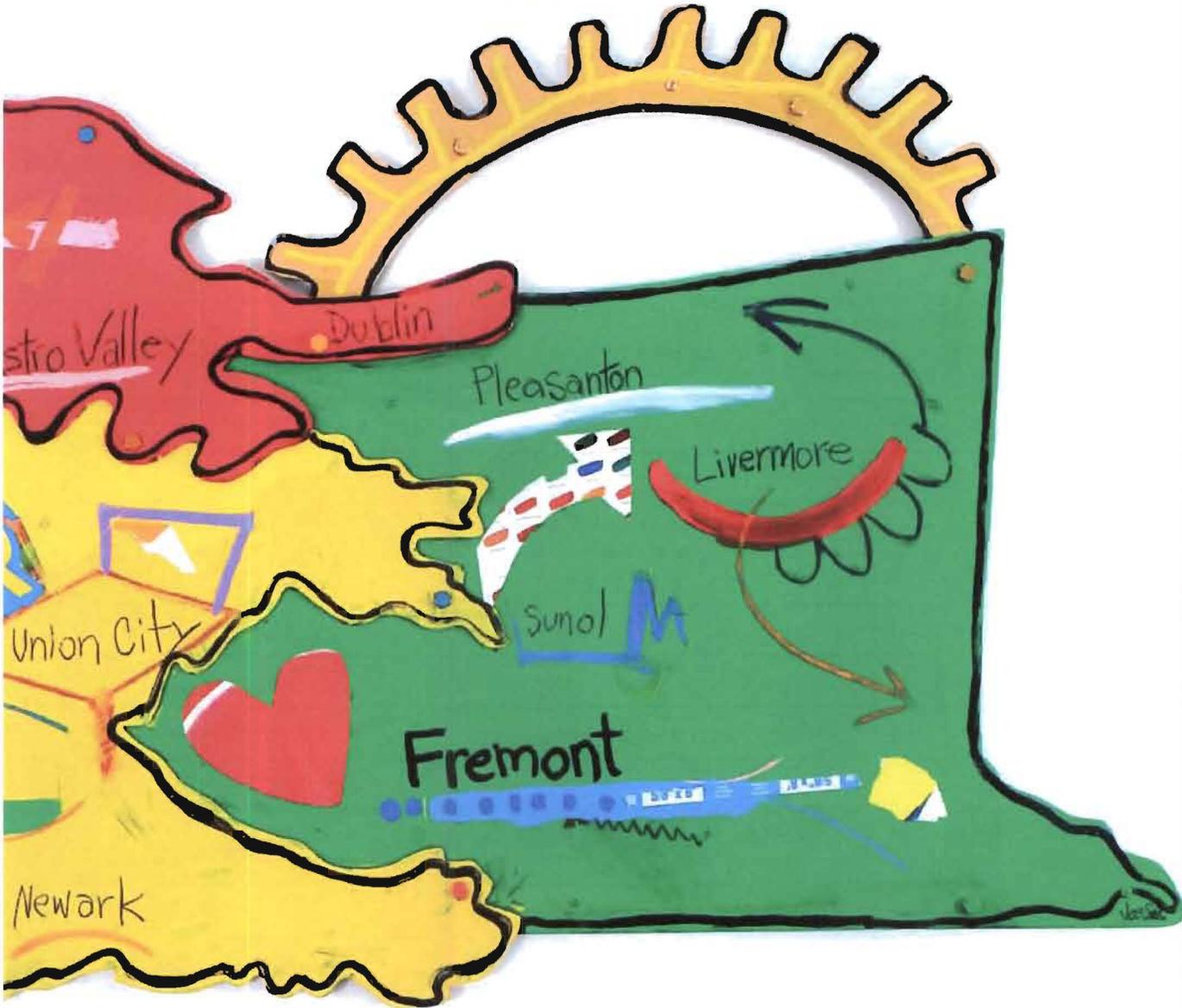


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Alameda County Training & Education Center



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Where Learning Happens!

SAFETY, HEALTH AND WELLNESS

The following classes are offered for all county staff, covering county policies, processes, procedures to ensure a safe and respectful workplace.

SAFETY

Defensive Driving Safety Techniques

Cost: County Employee, no cost; Nonprofit/Public Sector, \$100; Private Sector, \$150

Time: Half Day

Target Audience:

All employees, especially those who drive county vehicles or their own cars for county business

Description:

This Defensive Driving seminar offers advanced driving techniques that most drivers do not get the chance to learn. The goal is to improve your driving skills to avoid traffic collisions, prevent injuries, save lives, and reduce property damage. Your improved skills can also reduce vehicle and maintenance costs. Experienced drivers will learn the kind of practical information that really makes a difference in traffic collision avoidance.

Key Learning Objectives:

- Learn advanced techniques to improve your driving skills
- Gain practical information to avoid accidents

Office Ergonomics – Basic Workstation Safety

Cost: County Employee, no cost; Nonprofit/Public Sector, \$100; Private Sector, \$150

Time: Half Day

Target Audience:

All employees

This three-hour program will help you learn to prevent injuries and improve efficiency on and off the job, assess your own workstation, and make simple adjustments to improve your safety and comfort.

Key Learning Objectives:

- Assessing your workstation
- Making simple adjustments to improve your safety and comfort
- Reporting all injuries
- Taking proper care of yourself



HEALTH & WELLNESS

Benefits 101: Understanding Benefits

Cost: County Employee, no cost

Time: Half Day

Target Audience:

All benefit-eligible Alameda County Employees

Description:

This informational session will outline all the benefits available to county employees. During this session you will learn and understand your benefits more clearly in an effort to assist you in making educated benefit decisions during important events in your life, the annual Open Enrollment Period or year round as applicable.

Key Learning Objectives:

You will learn how to:

- Determine what various benefit plans work best for you and your family
- Utilize your benefits more effectively
- *Navigate in HRMS to review your benefits*
- Utilize the Employee Benefits Center Online Website as a resource



Stress Management and Resiliency Training – Understanding Stress - Part I

Cost: County Employee, no cost; Nonprofit/Public Sector, \$100; Private Sector, \$150

Time: Half Day

Target Audience:

All Employees

Description:

This practical three-hour class will help you understand your stresses, what causes them, and how to manage your stress and develop resiliency. Techniques will include: Coping strategies: Cognitive Restructuring, Reframing, Creative Problem-solving and Behavior Modification; and Relaxation Techniques: Diaphragmatic Breathing, Mental Imagery and Visualization, and Progressive Muscular Relaxation.

Key Learning Objectives:

- **Understanding Stress:**
 - understand what stress is and where it comes from
 - understand the negative consequences of stress
- **Identifying the Stress in Your Life:**
 - identify the stressors in your life
 - analyze your reaction and learn how to improve your reaction to stress
- **Targeting Stress and Building Resiliency:**
 - learn effective techniques for managing stress and developing resiliency
 - develop your own “stress management plan”
 - learn to adapt existing stress management tools and techniques to build stress resiliency
 - make stress more manageable both at home and in the workplace



Stress Management and Resiliency Training – Managing Stress - Part II

Prerequisite: Completion of Level One class

Cost: County Employee, no cost; Nonprofit/Public Sector, \$100; Private Sector, \$150

Time: Half Day

Target Audience:

All Employees

Description:

This practical three-hour class will build on the foundation from the level one class, going deeper into how to cope with work overload, preventing burnout and managing stressful situations or events.

Key Learning Objectives:

- Coping with work overload and sustaining peak performance without burning out:
 - utilize tools that will help you to be successful in your job, sharpen up your use of time, and plan and manage your work so that you deliver what is needed consistently and reliably

- get help when you need it
- understand burnout, spot the early symptoms, and take appropriate action to avoid it
- **Managing Performance Stress:**
 - useful techniques for managing adrenaline so that you can perform at your best in stressful events as before major performances, speeches, presentations or major performances
 - introduces important stress management techniques like imagery, meditation, self-hypnosis and use of relaxation tapes that can help you to relax at times of intense pressure
- **Reducing Stress with Rational Thinking:**
 - deal with the stress that comes from negative thinking
 - resolve anxious worrying about events out of your control, irrational self-criticism or negative reaction to things that could be viewed as positive challenges
 - tune into negative thinking, and respect your emotions and fears, understand them and change them to give you positive problem-solving energy

*“Excellent Training!
Many tips & techniques....”*