

**PERSONNEL AND TRAINING BUREAU**

**NOTICE**

December 20, 2019

12.1

**TO:** All Concerned Commanding Officers

**FROM:** Commanding Officer, Personnel and Training Bureau

**SUBJECT:** CIVILIAN TRAINING OPPORTUNITIES

The Department is committed to providing access to a variety of training and career development opportunities that enhance the personal and professional growth of all its employees. In 2020, Personnel and Training Bureau is offering the following training opportunities to civilian employees:

<b>COURSE NAME</b>	<b>DATES</b>	<b>NOMINATIONS DUE</b>
Customer Service Excellence	January 22, 2020	December 26, 2019
Communicating with Tact	February 20, 2020 May 28, 2020	January 2, 2020
Emotional Intelligence	March 19, 2020 June 18, 2020	February 18, 2020 May 12, 2020
Public Speaking	April 30, 2020	March 17, 2020
Business Writing	April 21, 2020	March 17, 2020
Time Management	April 2, 2020 April 14, 2020	February 18, 2020 March 17, 2020
Spreadsheet Basics	February 5, 2020 February 6, 2020	December 26, 2019
Core Supervision	March 3, 10, 17, 24, 2020 April 14, 21, 28, May 5, 2020 June 9, 16, 23, 30, 2020  <b>Note:</b> Employees must attend all four sessions within the month.	January 21, 2020 March 17, 2020 May 12, 2020
Civilian Leadership and Management	February 24 – 28, 2020 May 11 – 15, 2020 July 27 – 31, 2020 October 26 – 30, 2020	January 21, 2020 April 14, 2020 June 9, 2020 September 29, 2020

All civilian employees are eligible to attend, and every effort will be made to accommodate all requests. At this time, employees can request to attend up to three courses but due to limited class size, actual enrollment may be limited to one non-supervisory course. Nominations to supervisory courses will be considered separately with only supervisory classifications eligible to attend.

All Concerned Commanding Officers

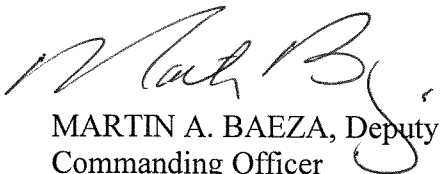
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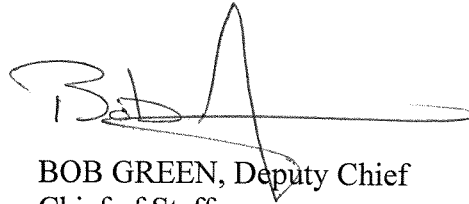
All requests must include the employee's full name, civil service title, serial number, and requested course(s) name and date in priority order. Nominations should be submitted on an Intradepartmental Correspondence, Form 15.2, to Personnel and Training Bureau or via email to [civiliantraining@lapd.online](mailto:civiliantraining@lapd.online) on or before the due date. The actual time and location will be provided on the training order.

Questions regarding this notice should be directed to Senior Management Analyst II Dawn Kelleher, Personnel and Training Bureau, at (213) 486-7090.

APPROVED:



MARTIN A. BAEZA, Deputy Chief  
Commanding Officer  
Personnel and Training Bureau



BOB GREEN, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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