



**Passport to Public Service in Paradise
Representative Training Courses**

Courses Delivered by Employees' University

- Basic English Grammar
- Speaking to Influence Others
- Building Good Work Habits
- Getting Along With Co-Workers
- Customer Service From the Heart: County Values in Public Service
- Business of Local Government
- Tracking County Job Opportunities
- Preparing a Winning County Job Application
- Dressing for Success
- Job Test Preparation
- How Do I Ace a Panel Interview
- On the Job Experience
- Exploring County Opportunities and Creating a Career Path
- Marketing Your Job Skills & Tracking Personal Achievements
- What is a Merit System?
- Do I want to be a Civil Servant?

Courses Delivered by SBCC CSI

- Business Writing in the Tech Age
- Difficult Conversations
- Time Management
- Personality Styles and Difficult Relationships
- Best Practice in Customer Service
- Computers for Beginners
- Bilingual Computer Skills Lab
- How to Use a Computer Keyboard and Mouse for Beginners
- Learn to Type
- Critical Thinking, Problem Solving and Decision Making
- Communication Strategies for the Workplace
- Job Interview Preparation
- Being a Productive Team Member
- Active Listening
- Cultural Difference in Communication
- The Art of Negotiating and Collaborating