

CUSTOMER SERVICE TRAINING SCHEDULE - January - March 2015						
Month	Date	Day	Start	End	Location	Room
Jan	7	Wednesday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Jan	29	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	4	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	11	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	18	Wednesday	8:00	12:00	Resource Management Agency - 5961 S Mooney Blvd, Visalia	RMA Main Conf Rm
Feb	25	Wednesday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	4	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	12	Thursday	8:00	12:00	Resource Management Agency - 5961 S Mooney Blvd, Visalia	RMA Main Conf Rm
Mar	18	Wednesday	8:00	12:00	Porterville Gov't Plaza South - 1055 W Henderson, Porterville	Orange/Tangerine
Mar	25	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

**HOW TO ENROLL:** Send an email from the **GroupWise** system by typing **Train\_reg** in the "To" field requesting enrollment. Or, email [Train\\_reg@co.tulare.ca.us](mailto:Train_reg@co.tulare.ca.us) Please Write: "Customer Service" in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

**WORKSHOPS MAY FILL UP QUICKLY:** When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.