



COUNTY OF SONOMA
HUMAN RESOURCES DEPARTMENT

A WORKFORCE DEVELOPMENT
SPONSORED PROGRAM



*"Keep **PACE**
with your career goals!"*

PACE

Preparing Accomplished County Employees

A Tier 2 certificate in recognition for completing a specialized curriculum of foundational skills. Intended Audience: staff without lead supervisory or managerial responsibility. **Self-Enroll today!**

Four-Tier System

Tier 2 Individual Contributors



Foundational

Preparing Accomplished County
Employees (PACE)

- 1 Strategies for Productive Work
- 2 Respect and Civility Among Co-Workers
- 3 Racial Equity in the Workforce
- 4 Communication Essentials
- 5 Addressing Interpersonal Conflict
- 6 County Career Planning
- 7 Government-focused Writing
- 8 Emotional Intelligence
- 9 Collaboration between Team Members
- 10 Workload/Time Management

Topics