



The Training for Office Professionals, (T.O.P.) Program is a partnership between the County of Santa Clara and SEIU Local 521.

The program is offered two times a year – Spring and Fall. Each class is comprised of 30 office professionals from various agencies/departments throughout the county. The program is “home grown,” in that the program was developed by County Employees and is facilitated by County Employees.

Program Goals:

- Provide Office Professionals with professional development and networking opportunities.
- Help Office Professionals develop a sense of pride in their profession.
- Provide a foundation for career development by building self-esteem, building confidence through the use of County resources, and identifying personal areas of growth opportunities for individual participants.

The “Core” program consists of 12 weekly morning workshops which cover:

- Motivation
- Benefits
- Human Resources
- Professional Image / Editing and Proofreading
- Wellness / Stress Management
- Time Management
- Office Ergonomics
- Office of Budget and Analysis
- Finance
- Occupational Safety & Environmental Compliance
- Workplace Violence Prevention
- Information Services Department
- Customer Satisfaction
- Registrar of Voters
- Library Services
- Facilities and Fleet–Services/Processes
- Sexual Harassment Prevention
- Employee Assistance Program

Why Attend T.O.P.?

Enhanced knowledge of County Operations
Career / Professional Development
Networking Opportunities
Builds self-esteem and confidence
Increased motivation
Refresher – renews energy and excitement
Recognition
A more positive attitude

After completing the Core program, more training opportunities are offered:

Alumni Events: Luncheons, Workshops and Seminars
Library Resources
Shining Star Employee Recognition Program

For more information or to register for the Core Program, contact:

Your Departmental Training Liaison – the list can be found in the front of the catalog
A member of the T.O.P. Executive Board
T.O.P. website - sccgov@work

“The T.O.P. program has been an innovative and successful program since it’s inception in 1988. I have had the pleasure of making presentations to participants on several occasions and have recognized the value to our organization. The partnership between the County and Local 521 that makes this program possible is unique and sets us apart from most organizations. T.O.P. emphasizes the core values of the County (leadership, collaboration, integrity and compassion), increases awareness, develops individuals and provides a focus on customer care and service. I hope our outstanding office professionals will take advantage of this opportunity.”

-Gary A. Graves, Acting County Executive