

We are pleased to announce that the State Personnel Board Statewide Training is offering Analyst and Pre-Analyst Series training. The classes will be taught by the Los Rios Community College, and will be conducted at the State Personnel Board, 801 Capitol Mall, Sacramento, California 95814.

Schedule of Classes	
Core Analyst Classes	Date
Essential Analytical Skills (1-day)	December 3, 2008
Critical Thinking Skills (1-day)	December 10, 2008
Completed Staff Work (2-days)	December 17-18, 2008
Writing for Analysts (2-days)	January 5-6, 2009
Interpersonal Skills for Analysts (2-days)	January 12-13, 2009
Roles and Responsibilities of the Superior Analyst (1-day)	January 22, 2009
Pre-Analyst Classes	Date
Introduction to Analytical Skills (2-days)	February 19-20, 2009
Critical Thinking Skills (1-day)	February 24, 2009
Introduction to Completed Staff Work (1-day)	March 17, 2009
Introduction to Writing for Analysts (1-day)	March 27, 2009
Supplemental Analyst Courses	Date
Problem Solving Methodology and Tools (1-day)	February 23, 2009
Project Management for Analysts (2-days)	March 2-3, 2009
Presentation Skills for Analysts (2-days)	April 13-14, 2009

To reserve your seat, please complete an ASD 27 [Training Request form](#) and send the signed original form to Geoffrey Martinez, Air Resources Board (ARB), Training Officer, at 1001 "I" Street, 20th Floor, Sacramento, California, 95814. If you have any questions regarding this matter, please contact Geoffrey Martinez at (916) 324-8893 or via email at gmartine@arb.ca.gov.