DSS Training

Presents

**Company Officer 2A**

**Human Resource Management**

**CO2A-0155**

**August 13, 14, 15 and 16, 2019**

**Tuesday, Wednesday, Thursday and Friday**

**Four-10 Hour Days 0800 to 1830**

**West Covina City Hall**

**1St Floor Community Room**

**1444 West Garvey South**

**West Covina, CA 91790**

$300 for Tuition, Certificate and IFSTA CO Book (5th Edition)

(Payable to Daniel Casner)

**This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.**

**For more information please call - 909-244-2160**

**or email at Dan.DSSTraining@gmail.com**

DSS Training Course Registration Form

**Student Name: Course:**

**Course Dates: Course Location:**

**Home Address: City: Zip:**

**Cell Phone: Alternative Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail Address:**

Reservations are required for all classes unless specified. You must send in a **CHECK** to reserve your seat. If your department is paying for you to attend then we will shred your personal check upon receipt of your department check. Checks are not processed until the last day of class so please plan accordingly. Checks should be dated for the last day of the course.

You must call at least one week in advance to cancel or your fee will be retained. You will receive a confirmation e-mail once we have processed your reservation form, along with any course instructions.

Please make out checks to: **Daniel Casner**

Mail all registration forms to:

**Daniel Casner**

**C/O DSS Training**

**P.O. Box 1604**

**Upland, CA 91785**