

Greetings Everyone,

We are pleased to announce that the ***New Team Member Orientation & Onboarding Training*** Phase 2 registration is **now open** to all ACBH staff and stakeholders. As previously stated, this orientation will help our incoming colleagues, our current employees, as well as our stakeholders, better orient to our department and its operations. ACBH Executive Leaders will help facilitate each 2<sup>nd</sup> Friday of the month\* between 11am-12pm. All events will be held virtually, via Zoom.

**The 2022 Calendar Year Training Schedule is as follows:**

Day & Time	Month/Date
Friday 11:00am – 12:00pm	May 13, 2022
	June 10, 2022
	July 8, 2022
	August 12, 2022
	September 9, 2022
	October 14, 2022
	November 18, 2022*
	December 9, 2022

\*Date Changed due to 2022 County Holiday Schedule

**Registration Instructions:**

If you would like to register (or you would like to register a new staff member/intern or trainee) please send an email to the following email address: [ACBHOrientationReg@acgov.org](mailto:ACBHOrientationReg@acgov.org). Please select only **one** date per attendee.

**Supervisor/Manager approval is required for all County employees.** When responding via email, please include the following information:

- Name:
- Position/Classification:
- Unit:
- Desired date of attendance:

Please be certain to cc/include your immediate supervisor in your email communication. Your registration will **only** be processed once your supervisor has confirmed their approval. ([See attachment #1](#))

**Supervisors/Managers registering incoming/current employees, trainees, or interns should also send their request to the above listed email ([ACBHOrientationReg@acgov.org](mailto:ACBHOrientationReg@acgov.org)).** As stated above, please include:

- Name:
- Position/Classification:
- Unit:
- Desired date of attendance:

Please cc/include the employee/trainee/intern on the communication. Email registration requests submitted by supervisors/ managers for employees, trainees, or interns will be considered “approved” upon receipt. You may register more than one person at a time per email request. ([See attachment #2](#))

**Stakeholders should register by completing the following information:**

Name:

Position/Classification:

Organization:

Desired date of attendance:

Additional questions, including questions related to scheduling or cancellations, may be sent at any time to:  
[ACBHOrientationReg@acgov.org](mailto:ACBHOrientationReg@acgov.org)

Thank you for your participation in advance!

**Robin Eldridge, HR Liaison/Secretary II**

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