



Workforce Development

City and County of San Francisco
Department of Human Resources

DHR Professional Development Workshops Rate Sheet

Professional Development Workshops

Workshop	Duration	Rates per participant (includes materials cost)
Customer Focused Communication	½ day	\$250
Emotional Intelligence	Two ½ days	\$380
Facilitation Skills	½ day	\$250
Growing Your Career	Two ½ days	\$250
Lead to Succeed	Two ½ days	\$410
Leading Across Generations	½ day	\$255
Managing Implicit Bias	½ day	\$250
PPAR Review	½ day	\$250
Practice Makes Perfect	Three sessions: 3 hours each	\$325
Presenting to Boards and Commissions	Two ½ days	\$250
Project Management	Two ½ days	\$450
5 Choices	Two ½ days	\$675
7 Habits for Managers	Two ½ days	\$675
24 Plus Refresher	Two ½ days	\$445
24 Plus for Supervisors & Managers	Four ½ days	\$1100

Departmental Workshops (not including 24 Plus for Supervisors and Managers)

Service	Duration	Rates
Departmental workshop for up to 20 participants	½ day	\$1850 per workshop
Departmental workshop for up to 20 participants	Two ½ days or a full day	\$2950 per workshop
Consulting/Coaching, Program or Material Development	Hourly	\$125 per hour

The Fine Print: Departmental Workshops

Customization Fees	Materials Fees
The cost of developing a course is based on the standard ratio: 2 hours of development for every 1 hour of classroom instruction. The course development fee is waived or discounted when standard curriculum is used.	Materials fees are calculated at a per person cost to cover the actual cost of materials + shipping and taxes. Materials fees for departmental workshops will be calculated based on the actual number of attendees and/or no shows.