

Civic Foundations Courses



CF100 You Belong Here: Purpose, Vision, & Values in Action – 4 UNITS

Explore the City's vision, purpose, and values while reflecting on how personal values, workplace behaviors, and day-to-day decisions contribute to organizational culture. Participants will examine how their role supports the City's mission and identify ways to put the City's values into practice.

CF110 Local Government 101: Foundations & Pathways – 2 UNITS

Gain a foundational understanding of how local government operates, how departments work together, and the services provided throughout the City. Participants will explore organizational structure, career pathways, and the interconnected systems that support the community.

CF120 Ethics & Code of Conduct for Local Government Employees – 2 UNITS

Public trust is built on ethical behavior and accountability. This course examines ethical responsibilities, professional standards, and the City's Code of Conduct while providing practical guidance for navigating workplace situations with integrity and transparency.

CF140 Public Service in Practice: Communication & De-Escalation – 2 UNITS

Public service often requires navigating challenging conversations, responding to concerns, and building trust with residents and coworkers. This course introduces communication strategies, de-escalation techniques, and practical approaches for managing difficult interactions while maintaining professionalism and respect.

CF130 Understanding the Public: Corona's Community – 2 UNITS

Who are the residents, businesses, and stakeholders we serve? This course explores the unique characteristics, needs, and perspectives that make up the Corona community. Participants will gain a deeper understanding of how community demographics, expectations, and experiences shape public service delivery.

Elective Courses (Coming Soon in Fall 2026):

CF211 Advancing Within: Interview & Resume Effectiveness – 2 UNITS

Learn strategies for preparing competitive applications, developing effective resumes, and approaching interviews with confidence. Participants will explore practical techniques for communicating their skills, experiences, and potential for future opportunities.

CF250 City Budget Basics: Understanding Local Finances – 2 UNITS

Explore the fundamentals of local government budgeting, revenue sources, expenditures, and financial decision-making. This course provides a practical introduction to how public resources are managed and how budget decisions impact City operations.

CF223 Navigating Hybrid Work Expectations – 1 UNIT

As workplace expectations continue to evolve, employees must balance flexibility, communication, accountability, and collaboration. This course explores best practices for succeeding in hybrid work environments while maintaining strong team relationships and performance.

CF274 Personal Finance: Planning for Your Future – 1 UNIT

Financial wellness plays an important role in overall well-being. This course introduces foundational personal finance concepts including budgeting, saving, retirement planning, and long-term financial decision-making.

CF289 Navigating Transitions: From the Field to Office – 2 UNITS

Moving between operational and administrative environments can present unique challenges. This course helps employees navigate workplace transitions, understand organizational expectations, and build confidence in new professional settings.

CF205 Team Dynamics: Strategies for Group Success – 2 UNITS

Successful teams rely on trust, communication, accountability, and collaboration. Participants will examine common team dynamics and explore practical strategies for building stronger working relationships and improving team effectiveness.

CF241 Leadership 101: Do I Want to Lead? – 2 UNITS

Leadership is not the right path for everyone—and that's okay. This course helps employees explore what leadership looks like in local government, the responsibilities that come with

leadership roles, and whether pursuing leadership aligns with their interests, strengths, and career goals.