

DGS
 UNIVERSITY

CORE
 ACADEMIES

PRE-ANALYST
 ACADEMY
 (Los Rios CCD Cohort)

ANALYTICAL
 THINKERS ACADEMY
 (Los Rios CCD Cohort)

STATE MANDATED

DGS MANDATED

ORGANIZATIONAL
 PERFORMANCE

CAREER
 DEVELOPMENT

ABMS

Introduction to Analytical Skills
 Critical Thinking Tools
 Introduction to Completed Staff Work
 Writing Skills
 Introduction to Project Planning
 Interpersonal Skills

Essential Analytical Skills
 Critical Thinking Tools
 Principles of Government
 Roles and Responsibilities of Analytical Thinkers
 Presentation Skills
 Project Management for the Non-Project Manager
 Writing Skills
 Completed Staff Work
 Collaborative Negotiations
 Interpersonal Skills

Basic Supervision – Levels I and II
 Defensive Drivers Training
 Disaster Service Worker
 Drug Awareness
 Emergency Preparedness
 Ethics (Statement of Economic Interest - Form 700)
 Information Security
 Injury & Illness Prevention
 Sexual Harassment Prevention
 Workplace Violence Prevention

ABMS Training Registration System for Training Coordinators
 Customer Service
 Ethics (DGS Incompatible Activity Statement)
 New Employee Orientation
 PAL for Employees
 PAL/ABMS HR for Supervisors
 PAL for Attendance Clerks/Timekeepers
 Supervisor's Forum

Business Communications and Writing (10 courses)
 Constructive Intervention
 Effective Meetings and Facilitation
 Excel - Levels 1 and 2
 Excel Pivot Tables
 IDPs and Performance Appraisals
 Leading Effective Teams
 Managing Change
 PowerPoint – Levels 1 and 2
 Succession Planning (DGS Knowledge Transfer Toolkit)
 The 5 Choices to Extraordinary Productivity
 The 7 Habits of Highly Effective People
 Word – Levels 1 and 2

DGS Career Paths
 Interviewing Skills Workshop
 Navigating the State Hiring Process
 Resume Writing

RESD
 ARF Funding Documents
 Budgets
 Financial Inquiry (Accounts Payable)
 Financial Inquiry (Accounts Receivable)
 Financial Inquiry (General Ledger)
 Financial Inquiry (Projects and Reports)
 Financial Inquiry (Purchase Orders)
 On Time Delivery Summary & Detail Report
 Project Status Profile
 Phase Schedule Variance and History Screen
 Purchasing
 SFM Application through ABMS "At-a-Glance"
 SFM Service Request Form

OFS
 Invoice Approval
 Purchaser (New Users)
 Purchaser (Refresher)

Online Partners
 Microsoft eLearning Program
 CalHR (Webinars)
 CalTech PACe eLearning Program

External Partners
 CalHR
 Cooperative Personnel Services
 Los Rios Community College District Government Training Academy
 Sacramento State University College of Continuing Education
 UC Davis Extension

