

DGS UNIVERSITY
Core Academy
2013

DGS
UNIVERSITY

CORE
ACADEMY

ANALYTICAL
THINKING ACADEMY
(Los Rios CCD Cohort)

PRE-ANALYST
ACADEMY
(Los Rios CCD Cohort)

STATE & DGS
MANDATED
TRACK

SKILL
DEVELOPMENT
TRACK

CAREER
DEVELOPMENT
TRACK

LEADERSHIP
DEVELOPMENT
TRACK

ABMS TRACK
(RESD, OHR, OFS)

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

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

ABMS PAL Tutorial
Basic Supervision – Levels I and II
Customer Service
Defensive Drivers
Disaster Service Worker
Drug Awareness
Emergency Preparedness
Ethics (Statement of Economic Interest - Form 700)
Ethics (DGS Incompatible Activity Statement)
* First Aid/CPR Basic with AED Supplement
* First Aid/CPR Renewal with AED Supplement
Information Security
Injury & Illness Prevention
New Employee Orientation
Sexual Harassment Prevention
Workplace Violence Prevention

Effective Meeting Management
Facilitation 101
Leading Effective Teams
Managing Change
Project Management for the Unofficial Project Manager
The 5 Choices to Extraordinary Productivity
The 7 Habits of Highly Effective People
NOTE: The classes offered through the Analytical Thinking and Pre-Analyst Academies may be taken separately when available.

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

Constructive Intervention
Emergency Preparedness (COOP/COG)
Developing Individual Development Plans
Labor Relations
Leadership for the Government Executive
Leadership for the Government Manager
Leadership for the Government Supervisor
Situational Leadership
Strategic Planning/ Business Plans

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

OHR
ABMS Training Registration System
PAL for Attendance Clerks/Timekeepers
PAL for Employees
PAL/ABMS HR for Supervisors

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

Online Partners
Microsoft eLearning (Offered through DGS' MELA)
CalHR (Live and recorded webinars)
ePACE (Offered through CA Tech Agency)

External Partners
Cooperative Personnel Services
College of Continuing Education (Sacramento State)
Government Training Academy (Los Rios CCD)
CalHR
Executrain

* Exception: This is optional but recommended