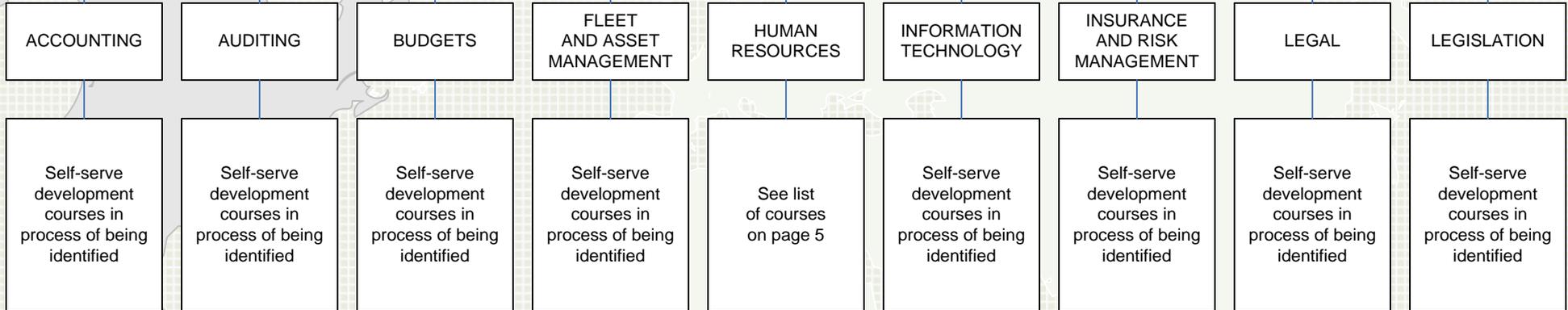


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LEADERSHIP DEVELOPMENT

PUBLIC RELATIONS

PUBLIC SCHOOL CONSTRUCTION

PROCUREMENT

STATE ARCHITECT

STATE PUBLISHING

Basic Supervision

Management Academy

Sacramento State University, CCE Portfolio Program

Self-serve development courses in process of being identified

Supervisor's Role

- Leadership Competencies
- Five Functions of Supervision
- Leadership
- Vision and Strategic Thinking
- Ethics and Integrity
- Personality Assessment
- Job Descriptions
- Interviewing/Hiring
- Onboarding New Employees
- Staff Development
- Performance Appraisal
- Progressive Discipline
- Labor Relations

Team Leadership

- Conflict Mgmt and Negotiation
- Communication Skills
- Effective Emails
- Coaching Skills
- Diversity
- Discrimination Free Workplace
- FMLA/CFRA
- Workplace Safety
- Problem Solving
- Decision Making
- Motivation
- Managing Change
- Managing Time
- Managing Stress

Personal Leadership

- Communication and Coaching
- Building a Service Culture
- Conflict Management
- Teams and Teamwork
- Organizational Change and Overcoming Resistance

360 Degree Assessments

Leadership for the Government Supervisor

- Advanced Supervision Concepts
- Human Capital Essentials
- Human Capital Applications
- Organizational Change Foundations
- Organizational Change Applications
- Decision Making for Supervisors
- Advanced Supervisory Applications
- Advanced Supervisory Development

Leadership for the Government Manager

- Strategic Management
- Workforce Development
- Strategic Planning
- Performance Metrics
- Change Management
- Strategic Thinking and Innovation
- Communication and Coaching
- Conflict Management

Leadership for the Government Executive

- Building a Mission, Vision, Values and Goals
- Building a Service Culture
- Organizational Change and Overcoming Resistance
- Coaching, mentoring and Motivating Others
- Teams and Teamwork
- Leadership Communication
- Measuring Success

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Human Resources
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PROFESSIONAL
AND TECHNICAL
ACADEMIES

HUMAN
RESOURCES

BENEFITS

Benefits Administration Training
Employee Assistance Program - Annual Forum
Employee Assistance Program - Training-for-Trainers
Life of a Workers' Compensation Claim
Return to Work Enhanced Overview
Return to Work Forums
Return to Work Training Class (#3835)

CLASSIFICATION
AND
COMPENSATION

Developing Exceptional Allocation Packages
Screening Job Applications: Getting the Right Person for the Right Job

EQUAL
EMPLOYMENT
OPPORTUNITY

Equal Employment Opportunity (EEO) Analyst and Investigator Certification
Equal Employment Opportunity (EEO) Certification
EEO Overview
EEO Counselor
EEO Investigator (2-day)
EEO Investigator (4-day)
Introduction to FEHA and the ADA
Practical Solutions to Reasonable Accommodation
Reasonable Accommodations Coordinators
Sexual Harassment Prevention

HR
PROFESSIONALS

Medical Actions
What you should know as a Skelly Officer
Writing Personnel Actions
Behavioral Interviewing

TRAINING

Achieving a Results-Oriented Training Program
California State workforce training requirements, laws, and guidelines
Designing Effective Classroom Training
Developing Instructional Objectives
Five Levels of Training Evaluation
Instructional Systems Design: An Overview
Results-Oriented Training Programs
Trends and Technologies in Learning and Workforce Development

RECRUITMENT
AND
SELECTION

Selection Analyst Certification
Chairing Interview Examinations
Developing Structured Interviews
Developing, Using, & Evaluating Written Examinations
Examination Planning and Scoring Models
Exempt and CEA Return Rights
Job Analysis
Methods of Assessing Training & Experience
Pass Point Setting
Permissive Reinstatement and Transfers
Personnel Selection & Test Validation
Screen Job Applications
Statistics Made Easy for Personnel Selection
Work Sample and Performance Tests

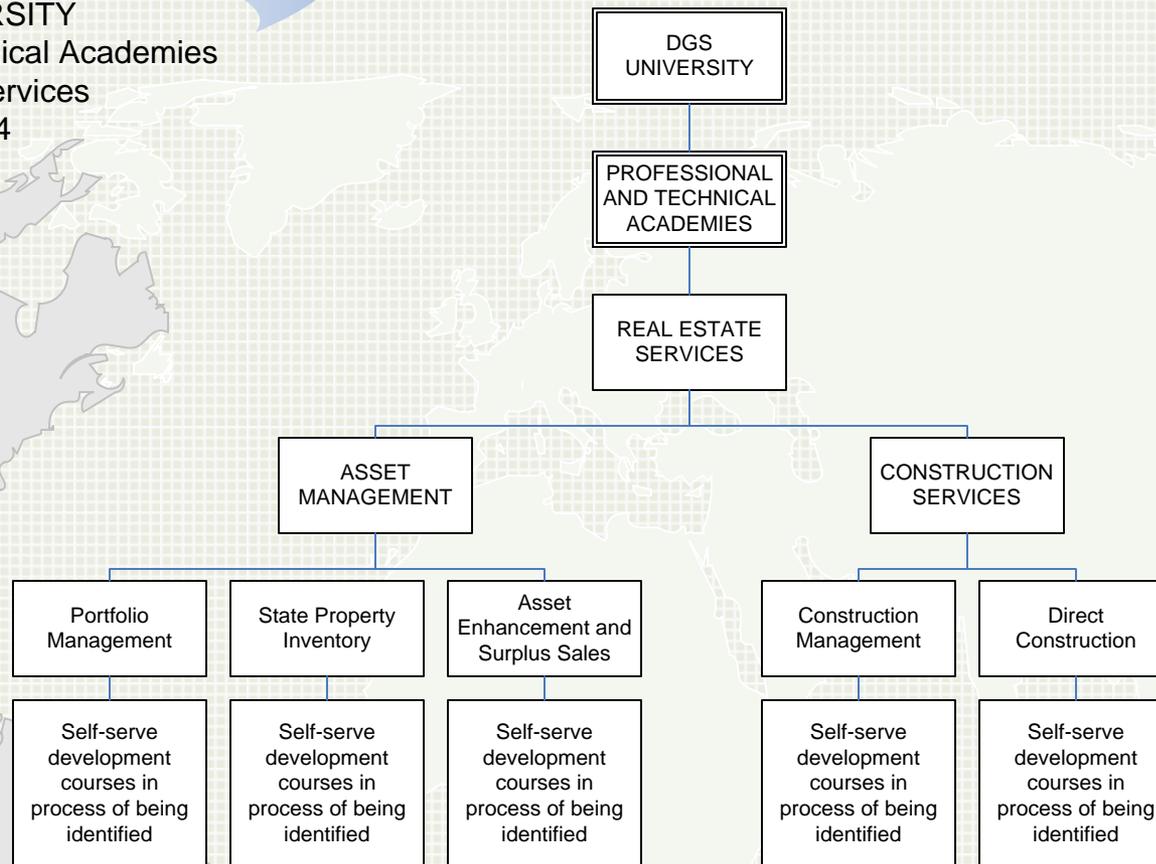
WORKERS COMP
& REASONABLE
ACCOMMODATION

Getting Employees Back to Work After Injury
Life of a Workers' Compensation Claim
Reasonable Accommodations Coordinator
Return to Work Enhanced Overview
Return to Work Forums
Return to Work

WORKFORCE
PLANNING

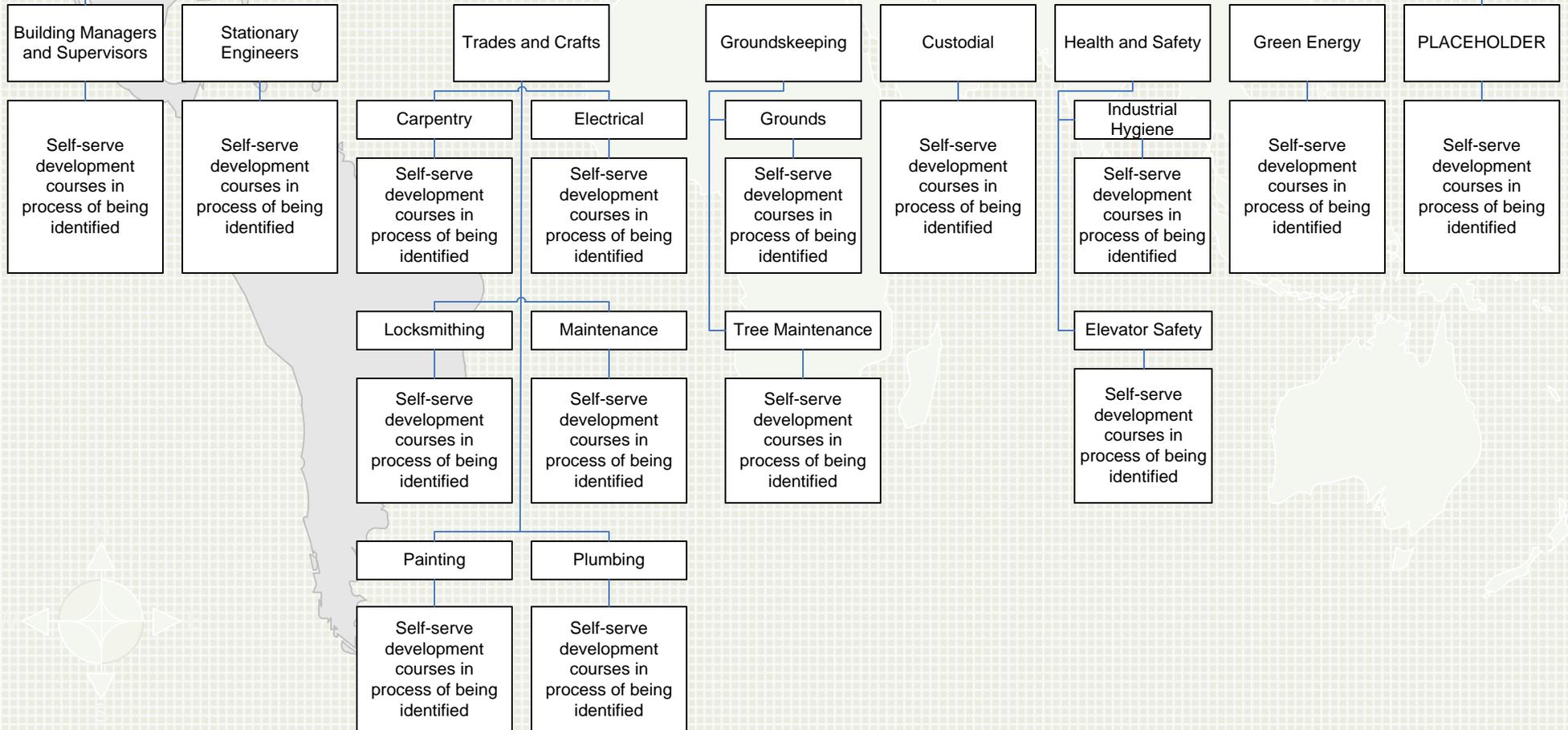
California's Seven Step Workforce Planning Model
Next Steps in Workforce Planning
Workforce and Succession Planning





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