

Human Resources

▪ Diversity in the Workplace	\$10
▪ Employee Recognition	\$10
▪ Employee Retention	\$10
▪ Ethical Behavior	\$10
▪ Handling Angry Employees	\$10
▪ Harassment Prevention for Management	\$10
▪ Recruiting Excellent Employees	\$10
▪ Sexual Harassment Awareness AB 1825	\$27.50
▪ Sexual Harassment - Harassment Awareness	\$10
▪ Sexual Harassment Training for Managers	\$10
▪ Workplace Violence Prevention	\$10

Productivity

▪ Basic Telephone Skills	\$10
▪ Business Writing Basics	\$10
▪ Communication Skills	\$10
▪ Computer Security Basics	\$10
▪ Effective Presentation Basics	\$10
▪ Goal Setting Skills	\$10
▪ Keeping Your Cool	\$10
▪ Microsoft Excel Basics	\$10
▪ Microsoft Outlook Basics	\$10
▪ Microsoft Word Basics	\$10
▪ Personal Professionalism	\$10
▪ Time Management Skills	\$10
▪ Work Environment Flexibility	\$10
▪ Writing an Effective E-mail	\$10

Corrections Training

▪ Alcohol Abuse Emergencies in Jails	\$10
▪ Basic Jail Security Principles	\$10
▪ Booking and Admissions	\$10
▪ Classifications of Inmates	\$10
▪ Contraband Control	\$10
▪ Dealing With Stress	\$10
▪ Disciplinary Procedures	\$10
▪ Drug Withdrawal in Jail	\$10
▪ Employee and Confidential Records	\$10
▪ Escort of Inmates	\$10
▪ Ethical Behavior for Corrections Officers	\$10
▪ Fire Response Plan	\$10
▪ Handling Medical Related Issues	\$10
▪ Inmate Correspondence	\$10
▪ Inmate Employment	\$10
▪ Inmate Record Keeping	\$10
▪ Introduction to Jail Liability	\$10
▪ Jail Release Procedures	\$10
▪ Jail Risk Management	\$10
▪ Juvenile Corrections	\$10
▪ Medical Problems of Female Inmates	\$10
▪ Mental Health in Jails	\$10
▪ Nutritional Standards for Corrections	\$10
▪ Patrol Procedures in Jail	\$10
▪ Riot Response for Corrections	\$10
▪ Suicide Prevention	\$10
▪ Supervising Inmates	\$10
▪ Supervision of Inmates in Dining Areas	\$10
▪ Use of Force – Corrections	\$10
▪ Understanding Hostage Incidents	\$10
▪ Written Communications and Reporting	\$10

Financial Management

▪ An Introduction to Requests for Proposal	\$10
▪ Basic Math	\$10

Customer Service

▪ A Welcoming Customer Culture	\$10
▪ Handling Difficult Customers	\$10

Safety & Environment

▪ Absorbents and Spills	\$10
▪ Advanced Defensive Driving Techniques	\$10
▪ Automobile Safe Driving	\$10
▪ Back Injuries	\$10
▪ Basic First Aid	\$10
▪ Bloodborne Pathogens and Other Hazardous Materials	\$10
▪ Chemicals and MSDS	\$10
▪ Commercial Motor Vehicle Safety	\$10
▪ Confined Spaces	\$10
▪ Dealing with Cold Stress	\$10
▪ Dealing with Heat Stress	\$10
▪ Defensive Driving Basics	\$10
▪ Electrical and Fire Safety	\$10
▪ Emergency Preparation and Egress	\$10
▪ Forklift Safety	\$10
▪ Investigating Incidents	\$10
▪ Ladder Safety	\$10
▪ Lawn Care Equipment Safety	\$10
▪ Lockout/Tagout	\$10
▪ Means of Egress	\$10
▪ Personal Injury in the Workplace	\$10
▪ Preventing Accidents in the Workplace	\$10
▪ Preventing Slips, Trips and Falls	\$10
▪ Respirators & Air Quality	\$10
▪ Snow and Ice Management	\$10
▪ Trench Safety	\$10
▪ Workplace Ergonomics	\$10

Law Enforcement

▪ Arrest Procedures	\$10
▪ Bomb Threat Response	\$10
▪ Child Abuse Investigation	\$10
▪ Community Policing	\$10
▪ Conflict and Dispute Resolution	\$10
▪ Crisis Management for Law Enforcement	\$10
▪ Critical Incident Response	\$10
▪ Crowd Control	\$10
▪ Crowd Management	\$10
▪ Dealing with Intoxicated Individuals	\$10
▪ Dispatcher Training	\$10
▪ Ethics in Law Enforcement	\$10
▪ Evidence Collection, Control and Storage	\$10
▪ Handling Domestic Abuse Calls	\$10
▪ Introduction to Gangs	\$10
▪ Law Enforcement Liability	\$10
▪ Litigation Procedures	\$10
▪ Managing Traffic Stops	\$10
▪ Off-Duty Conduct and Powers of Arrest	\$10
▪ Racial Profiling	\$20
▪ Risk Management for Law Enforcement	\$10
▪ Safeguarding Your Community from Terrorism	\$10
▪ School Liaison Officers	\$10
▪ Use of Force	\$10
▪ Vehicular Pursuit	\$10

Management

▪ Business Continuity	\$10
▪ Crisis Management	\$10
▪ Disciplinary Action and Procedures	\$10
▪ Drug and Alcohol Awareness	\$10
▪ Generational Differences	\$10
▪ Meeting Management	\$10
▪ Performance Management	\$10
▪ Project Management	\$32.99
▪ Providing Effective Orientations	\$10
▪ Supervisor Skills 101	\$10
▪ Supervisor Skills 201	\$10
▪ Training for Small Communities	\$10
▪ Transition from Peer to Supervisor	\$10