

Courses are designed specifically to meet the needs of local government entities, with material tailored to address the challenges and needs of public employees. Safety National Clients receive a discount – call 866-845-8887 (toll free) to receive your discount code.

Human Resources

Our Human Resources courses provide government-specific training that helps you effectively identify, hire, and manage talented employees.

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|---|------|--|---------|
| • Diversity in the Workplace | \$12 | • Recruiting Excellent Employees | \$12 |
| • Employee Recognition | \$12 | • Sexual Harassment Awareness AB 1825 | \$27.50 |
| • Employee Retention | \$12 | • Sexual Harassment - Harassment Awareness | \$12 |
| • Ethical Behavior | \$12 | • Sexual Harassment Training for Managers | \$12 |
| • Ethical Behavior for Elected Officials | \$12 | • The Risks of Social Media | \$12 |
| • Form I-9 | \$12 | • Understanding Bullying in the Workplace | \$12 |
| • Handling Angry Employees | \$12 | • Understanding Child Neglect for Volunteers | \$12 |
| • Leadership vs. Management | \$12 | • Understanding Domestic Abuse for Volunteers | \$12 |
| • Managing Risk in an Aging Workforce | \$12 | • Understanding the Family & Medical Leave Act | \$12 |
| • Pandemic Planning – Elements of the Plan | \$12 | • Volunteers Working with Children & Adolescents | \$12 |
| • Pandemic Planning – Planning Organization | \$12 | • Workplace Violence Prevention | \$12 |
| • Parental Responsibility and Youth Sports | \$12 | | |

Health & Wellness

Our Health and Wellness Courses provide crucial information about important health-related topics and help you take action to protect your health and approve your overall fitness level.

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|---|------|-------------------------------|------|
| • Eating Right for Health and Fitness | \$12 | • Understanding Pre-diabetes | \$12 |
| • Pandemic Planning – Elements of the Plan | \$12 | • Walking Your Way to Fitness | \$12 |
| • Pandemic Planning – Planning Organization | \$12 | • Youth Sports Injuries | \$12 |
| • Public Pools & Public Health | \$12 | | |

Management

Effective management practices help eliminate waste and motivate employees to excel. Our courses focus on the planning, customer service, and people skills needed to manage a successful organization.

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| • Business Continuity | \$12 | • Running an Effective Board Meeting | \$12 |
| • Coaching with Character | \$12 | • Supervisor Skills 101 | \$12 |
| • Crisis Management | \$12 | • Supervisor Skills 201 | \$12 |
| • Dealing with the Media | \$12 | • Training for Small Communities | \$12 |
| • Disciplinary Action and Procedures | \$12 | • Transition from Peer to Supervisor | \$12 |
| • Drug and Alcohol Awareness | \$12 | | |
| • Generational Differences | \$12 | <u>Financial Management</u> | |
| • Meeting Management | \$12 | • An Introduction to Requests for Proposal | \$12 |
| • Parliamentary Procedures | \$12 | • Basic Math | \$12 |
| • Performance Management | \$12 | <u>Customer Service</u> | |
| • Press Conference and Briefing Basics | \$12 | • A Welcoming Customer Culture | \$12 |
| • Providing Effective Orientations | \$12 | • Handling Difficult Customers | \$12 |



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Productivity

Our Productivity courses will teach your employees the skills they need to perform the tasks that are crucial to your day-to-day operations.

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|---|------|--------------------------------|------|
| • Basic Telephone Skills | \$12 | • Microsoft Excel Basics | \$12 |
| • Business Writing Basics | \$12 | • Microsoft Outlook Basics | \$12 |
| • Communication Skills | \$12 | • Microsoft Windows XP Basics | \$12 |
| • Computer Security Basics | \$12 | • Microsoft Word Basics | \$12 |
| • Developing Effective Communication Skills | \$12 | • Personal Professionalism | \$12 |
| • Effective Presentation Basics | \$12 | • Time Management Skills | \$12 |
| • Enhancing Work Relationships | \$12 | • Work Environment Flexibility | \$12 |
| • Goal Setting Skills | \$12 | • Writing an Effective E-mail | \$12 |
| • Keeping Your Cool | \$12 | | |

Safety & Environment

Proper safety and environmental training helps employees stay safe and healthy on the job. Moreover, proper training can reduce your organization's exposure to risk and improve efficiency.

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| • Absorbents and Spills | \$12 | • Forklift Safety | \$12 |
| • Advanced Defensive Driving Techniques | \$12 | • Investigating Incidents | \$12 |
| • Back Injuries | \$12 | • Ladder Safety | \$12 |
| • Basic First Aid | \$12 | • Lawn Care Equipment Safety | \$12 |
| • Bloodborne Pathogens and Other
Hazardous Materials | \$12 | • Lockout/Tagout | \$12 |
| • Cemetery Maintenance | \$12 | • Means of Egress | \$12 |
| • Chain Saw Safety | \$12 | • Personal Injury in the Workplace | \$12 |
| • Chemicals and MSDS | \$12 | • Personal Protective Equipment | \$12 |
| • Commercial Motor Vehicle Safety | \$12 | • Power Tool Safety | \$12 |
| • Confined Spaces | \$12 | • Preventing Accidents in the Workplace | \$12 |
| • Dealing with Cold Stress | \$12 | • Preventing Slips, Trips and Falls | \$12 |
| • Dealing with Heat Stress | \$12 | • Respirators & Air Quality | \$12 |
| • Defensive Driving Basics | \$12 | • Snow and Ice Management | \$12 |
| • Designing and Maintaining Safe Playgrounds | \$12 | • Trench Safety | \$12 |
| • Electrical and Fire Safety | \$12 | • Understanding Carpal Tunnel Syndrome | \$12 |
| • Emergency Preparation and Egress | \$12 | • Understanding the MUTCD | \$12 |
| • Equipment Safety | \$12 | • Understanding the MUTCD for Nebraska | \$12 |
| • Fall Protection | \$12 | • Work Zone Safety for Local Governments | \$12 |
| | | • Workplace Ergonomics | \$12 |



Our Law Enforcement and Corrections curriculum provides practical information that peace officers can use on the job. In addition, our clearly-presented best practices help ensure safety and compliance.

Law Enforcement

Our courses not only help officers know how to conduct themselves during routine tasks, but they also provide the necessary background information to help officers understand complex law enforcement issues.

• Arrest Procedures	\$12	• K9 Operations	\$12
• Basic Firearm Safety	\$12	• Law Enforcement Liability	\$12
• Bomb Threat Response	\$12	• Litigation Procedures	\$12
• Child Abuse Investigation	\$12	• Managing Traffic Stops	\$12
• Community Policing	\$12	• Mass Fatality Incident response	\$12
• Conducting Strip Searches	\$12	• Methamphetamine and Your Community	\$12
• Conflict and Dispute Resolution	\$12	• Off-Duty Conduct and Powers of Arrest	\$12
• Crisis Management for Law Enforcement	\$12	• Presenting Effective Testimony in a Courtroom	\$12
• Critical Incident Response	\$12	• Racial Profiling	\$20
• Crowd Control	\$12	• Racial Profiling for Missouri	\$20
• Crowd Management	\$12	• Risk Management for Law Enforcement	\$12
• Dealing with Intoxicated Individuals	\$12	• Safeguarding Your Community from Terrorism	\$12
• Dispatcher Training	\$12	• School Liaison Officers	\$12
• Ethics in Law Enforcement	\$12	• Stress Management for Dispatchers	\$12
• Evidence Collection, Control and Storage	\$12	• Suicide Awareness for Law Enforcement	\$12
• Handling Domestic Abuse Calls	\$12	• Understanding Mental Illness for Law Enforcement	\$12
• Handling Missing Children Calls for Dispatchers	\$12	• Use of Force – Law Enforcement	\$12
• Handling Robbery Calls	\$12	• Using Oleoresin Capsicum	\$12
• Interviews & Interrogations	\$12	• Vehicular Pursuit	\$12
• Introduction to Gangs	\$12	• Working in Minority Communities	\$12
• Investigating Methamphetamine Crimes	\$12	• Youth Violence in the Community	\$12

Corrections Training

Officers who are properly trained will be better equipped to protect themselves and others. Our training provides officers with security information and procedural guidelines that they can use on the job.

• Alcohol Abuse Emergencies in Jails	\$12	• Introduction to Jail Liability	\$12
• Basic Jail Security Principles	\$12	• Jail Release Procedures	\$12
• Booking and Admissions	\$12	• Jail Risk Management	\$12
• Classifications of Inmates	\$12	• Juvenile Corrections	\$12
• Contraband Control	\$12	• Medical Problems of Female Inmates	\$12
• Dealing With Stress	\$12	• Mental Health in Jails	\$12
• Disciplinary Procedures	\$12	• Nutritional Standards for Corrections	\$12
• Drug Withdrawal in Jail	\$12	• Patrol Procedures in Jail	\$12
• Employee and Confidential Records	\$12	• Riot Response for Corrections	\$12
• Escort of Inmates	\$12	• Suicide Prevention	\$12
• Ethical Behavior for Corrections Officers	\$12	• Supervising Inmates	\$12
• Fire Prevention and Response for Jails	\$12	• Supervision of Inmates in Dining Areas	\$12
• Handling Medical Related Issues	\$12	• Use of Force – Corrections	\$12
• Inmate Correspondence	\$12	• Understanding Hostage Incidents	\$12
• Inmate Employment	\$12	• Written Communications and Reporting	\$12
• Inmate Record Keeping	\$12		

