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Human Resources

Government-specific training that helps effectively identify, hire and manage talented employees.

- Bullying in the Workplace
- Diversity in the Workplace
- Employee Recognition
- Employee Retention
- Ethical Behavior for Elected Officials
- Ethical Behavior for Local Govt.
- Form I-9
- Handling Angry Employees
- Leadership vs. Management
- Managing Risk in an Aging Workforce
- Parental Responsibility & Youth Sports
- Recruiting Excellent Employee
- Sexual Harassment – Harassment Awareness
- Sexual Harassment Training for Managers
- The Risks of Social Media
- Understanding Child Neglect for Volunteers
- Understanding Domestic Abuse for Volunteers
- Understanding the Family & Medical Leave Act
- Volunteers Working with Children & Adolescents
- Workplace Harassment
- Workplace Violence Prevention

Health & Wellness

Crucial information about important health-related topics helps you take action to improve health and fitness levels.

- Diabetic Emergencies
- Eating Right for Health & Fitness
- High Blood Pressure – Reducing Your Risks
- Pandemic Planning – Elements of the Plan
- Pandemic Planning – Planning Organization
- Public Pools & Public Health
- Smoking Cessation
- Stress and Your Health
- Understanding Carpal Tunnel Syndrome
- Understanding Nutritional Information & Labels
- Understanding Prediabetes
- Walking Your Way to Fitness
- Youth Sports Injuries

Management

Management practices, planning, customer service and people skills needed to manage a successful organization.

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

Productivity

Skills employees need to perform tasks that are crucial to day-to-day operations.

- Basic Telephone Skills
- Business Writing Basics
- Computer Security Basics
- Developing Effective Communication Skills
- Enhancing Work Relationships
- Goal Setting Skills
- Keeping Your Cool
- Microsoft Excel Basics
- Microsoft Outlook Basics
- Microsoft Windows XP Basics
- Microsoft Word Basics
- Personal Professionalism
- Time Management Skills
- Work Environment Flexibility
- Writing an Effective Email



Safety & Environment

Training that helps employees stay safe and healthy on the job and reduces organizational exposures to risk.

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

Law Enforcement

Officer-specific instruction for maintaining appropriate conduct during routine tasks and understanding complex law enforcement issues.

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

Corrections

Security information and procedural guidelines officers can use on the job.

- Alcohol Abuse Emergencies in Jails
- Basic Jail Security Principles
- Booking and Admissions
- Classifications of Inmates
- Contraband Control
- Dealing With Stress
- Disciplinary Procedures
- Drug Withdrawal in Jail
- Employee and Confidential Records
- Escort of Inmates
- Ethical Behavior for Corrections Officers
- Fire Prevention and Response for Jails
- Handling Medical Related Issues
- Inmate Correspondence
- Inmate Employment
- Inmate Record Keeping
- Introduction to Jail Liability
- Jail Release Procedures
- Jail Risk Management
- Juvenile Corrections
- Medical Problems of Female Inmates
- Mental Health in Jails
- MRSA in Corrections Facilities
- Nutritional Standards for Corrections
- Patrol Procedures in Jail
- Riot Response for Corrections
- Suicide Prevention

