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#### **Human Resources**

- Bullying in Schools
- Bullying in Schools – Changing Behaviors
- Bullying in the Workplace
- Confidentiality and Professionalism for Schools
- Cyberbullying
- Diversity in the Workplace
- Documenting Student Behaviors
- Employee Recognition
- Employee Retention
- Ethical Behavior
- Ethical Behavior for Elected Officials
- Form I-9
- Handling Angry Employees
- Kansas School District Bullying Plan Template
- Leadership vs. Management
- Managing Risk in an Aging Workforce
- Paraprofessionals' Roles and Responsibilities
- Parental Responsibility and Youth Sports
- Recruiting Excellent Employees
- Sexual Harassment Awareness: AB 1825
- Sexual Harassment Training - 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 and Medical Leave Act
- Volunteers Working with Children and Adolescents
- Workplace Anger
- Workplace Harassment
- Workplace Violence Prevention

#### **Information Technology**

- Microsoft Excel Basics
- Microsoft Outlook Basics
- Microsoft Windows XP Basics
- Microsoft Word Basics

#### **Management**

- Coaching With Character
- 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
- Transition from Peer to Supervisor

#### **Financial Management**

- Basic Math

#### **Law Enforcement**

- Introduction to Gangs
- School Emergencies and Law Enforcement
- School Liaison Officers
- Youth Violence in the Community

#### **Health & Wellness**

- Diabetic Emergencies
- Eating Right for Health and Fitness
- High Blood Pressure: Reducing Your Risks
- Individual Classroom Plans
- Pandemic Planning – Elements of the Plan
- Pandemic Planning – The Planning Organization
- Public Pools and Public Health
- Smoking Cessation
- Stress and Your Health
- Tourette Syndrome and Other Neurological Disorders
- Understanding Asperger Syndrome
- Understanding Carpal Tunnel Syndrome
- Understanding Nutritional Information and Labels
- Understanding Prediabetes
- Walking Your Way to Fitness

#### **Productivity**

- Basic Telephone Skills
- Business Writing Basics
- Computer Security Basics
- Developing Effective Communication Skills
- Enhancing Work Relationships
- Goal Setting Skills
- Keeping Your Cool
- Life Lessons
- Personal Professionalism
- Time Management Skills
- Writing an Effective Email

#### **Safety & Environmental**

- Absorbents and Spills
- Advanced Defensive Driving Techniques
- Back Injuries
- Basic First Aid
- Bloodborne Pathogens for Schools
- Bloodborne Pathogens and Other Hazardous Materials
- Chemicals and MSDS
- Dealing with Cold Stress
- Dealing with Heat Stress
- Defensive Driving Basics
- Designing and Maintaining Safe Playgrounds
- Electrical and Fire Safety
- Emergency Preparations and Egress
- Fall Protection
- Fighting in Schools: Prevention and Intervention
- Forklift Safety
- Kitchen Equipment Safety
- Ladder Safety
- Lawn Care Equipment Safety
- Personal Injury in the Workplace
- Personal Protective Equipment
- Power Tool Safety
- Preventing Slips, Trips and Falls in Schools
- Public Employee Safety in the Community
- Respirators and Air Quality
- Snow and Ice Management
- Workplace Ergonomics

#### **Customer Service**

- Handling Difficult Customers