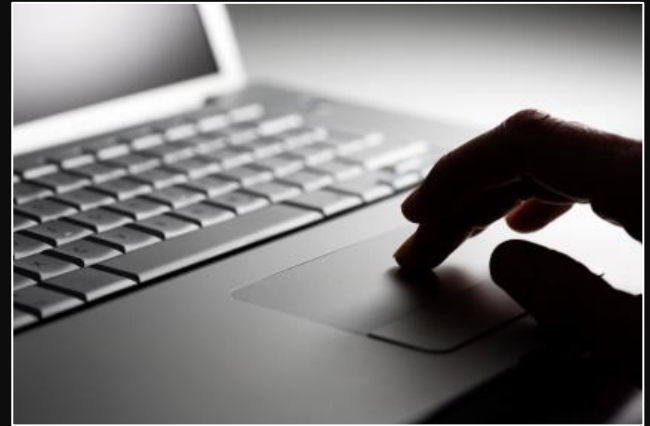




VENTURA COUNTY SCHOOLS SELF-FUNDING AUTHORITY
ONLINE COURSE CATALOG



UPDATED FEBRUARY 2020



TargetSolutions delivers employee training that helps public entities mitigate risk, reduce claims and save money.

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BUSINESS SKILLS

If your team is looking to take its skills to the next level and develop leaders, these courses will come in handy. This catalog features more than 170 training courses on leadership, management skills, strategic thinking, and much more.

COMMUNICATION

- Better Business Writing
- Business Communication Fundamentals
- Effective Presentation Skills
- Email Etiquette
- Giving Feedback that Gets Results
- Powerful Communication Skills
- Powerful Presentations
- Successful Negotiation
- The Art of Negotiation

Communicating Up

- Communicating to Your Manager
- Your Manager's Communication Style
- Your Path to Communicating Up
- Mastering Communicating Up
- Communicating Up Health Check

COMPUTER SKILLS

- Strategic Brand Management

CONFLICT RESOLUTION

- Conflict Resolution

Resolving Conflicts

- Characterizing Conflict
- Know Your Conflict Behavior
- Identifying Conflict Behaviors
- Your Path to Resolving Conflicts
- Mastering Resolving Conflicts
- Resolving Conflicts Health Check

FINANCE

- Finance & Accounting for the Non-Financial Manager
- Financial Management 1: Negotiating Contracts
- Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid
- Financial Management 4: Accounting & Cash
- Financial Management 5: Strategic Planning & Budgeting
- Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting
- Financial Management 8: Controlling Labor Costs
- Financial Management 9: Purchasing

GENERAL

- An Entrepreneur's Guide to Networking
- Business Dining Etiquette
- Company Layoffs and Downsizing
- Critical Thinking and Problem Solving

- Discrimination Prevention
- Energy Management: Exercise, and Safety
- Everyone is a Leader
- Facilitating Meetings and Groups
- Get SMARTER with Goals
- Healthy Practices: Nutrition, Exercise, and Safety
- Interviewing Skills for Employees
- It's my Job! Career Growth
- Making Humor Work at Work
- Managing Stress at Work
- Managing Up: Strengthening Relationships
- Meetings That Get Results
- The Change Process
- The Power of One - Taking Accountability
- The Power of Vision
- Work Life Balance

Business Execution

- Execution Strategies
- Inspiring Excellence
- Turning Ideas into Actions

Improving Work Habits

- Performance Issue or Poor Work Habit?
- Describing the Work Habit
- Keep Ownership with the Team Member
- Empathizing
- Your Path to Improving Work Habits
- Mastering Improving Work Habits
- Improving Work Habits Health Check

Supporting Change

- The 3 Phases of Change
- Reactions to Change
- Your Path to Supporting Change
- Mastering Supporting Change
- Supporting Change Health Check

HEALTH & WELLNESS

- Smart Health: Sleeping - How to Ensure You Are Well-Rested & Energized

LEADERSHIP

- A Leaders Guide to Decision Making
- Advanced Management Skills
- An Effective Leader's Guide to Time Management
- Building Leadership Capability
- Creating a Code of Conduct
- Effective Delegation Overview
- Lead with Strengths
- Mentoring that Matters
- Negativity in the Workplace
- Transition to Leadership

Basics of Leadership

- Leadership Challenges
- Corporate Culture Changes

- Keeping Employees Energized
- Knowledge Management
- Elements of Change
- Leadership Dynamics

Communication Essentials

- Empowering Leadership
- Craft Clear and Concise Messages
- Team Member Messages
- Listening
- Nonverbal Behavior
- Impactful Feedback
- Mastering Essential Skills of Communicating

Effective Delegation

- What to Delegate
- Issues in Delegating
- Your Path to Delegating
- Mastering Delegating
- Delegating Health Check

Leadership Essentials

- The Work of Leaders
- Focus on Behavior
- Enhance Self-Esteem
- Encourage Participation
- Lead Effective Meetings
- Mastering Essential Skills of Leadership
- Essential Skills of Leadership Health Check

MANAGING PEOPLE

- Appraising Performance
- Coaching with Confidence
- Developing Your Leadership Style
- Employee Discipline
- Fundamentals of Business Crisis Management
- Internet and Computer Policy
- Managing Contractors and Temporary Employees
- Managing Disagreement
- Managing Technical Professionals
- Motivating Employees
- Rewarding Peak Performers

Coaching Job Skills

- Determining Training or Coaching
- Your Path to Training New Skills
- Your Path to Coaching Existing Skills
- Mastering Training New Skills
- Mastering Coaching Existing Skills
- Health Check

Developing Performance Goals & Standards

- The Value of Planning
- Creating Performance Standards
- Your Path to Developing Performance Goals and Standards
- Mastering Developing Performance Goals and Standards
- Developing Performance Goals and Standards Health Check

Effective Discipline

- Taking Disciplinary Action
- The Disciplinary Process and Documentation
- Responding to Team Member Reactions
- Your Path to Effective Discipline
- Mastering Effective Discipline
- Effective Discipline Health Check

IT Pro to Manager

- Managing the Development of Technical Professionals
- Successful Communication and Process Management Skills
- Developing Leadership and Transitioning into Management

Management

- Active Shooter and Other Acts of Targeted Violence
- Employee or Independent Contractor: The Risk of Misclassification of Employees
- Essentials of I-9 Compliance
- Managing Generation X
- Managing a Millennial
- Pricing as a Professional
- The Risk of Misclassification of Employees & Essentials of I-9 Compliance (RV-PGM144)

Management 101

- Introduction to Management
- Leading and Communicating as a Manager
- Making an Impact as a Manager
- Taking Control as a Manager

Managing Complaints

- The Difficulties of Managing Complaints
- Handling Complaints Using Active Listening
- Your Path to Managing Complaints
- Mastering Managing Complaints
- Managing Complaints Health Check

Multigeneration Management

- Workforce Generations
- Leading Silents and Boomers
- Multi-Generational Leadership (GenX and Next)
- Cross-Generational Teams
- Developing Generations

Performance Management

- Preventing Problems
- Identifying Problems and Causes
- Feedback and Counseling
- Disciplining Problem Performance

Providing Performance Feedback

- The Power of Performance Feedback
- Providing Verbal Performance Feedback
- Providing Written Performance Feedback
- Your Path to Providing Performance Feedback
- Mastering Providing Performance Feedback
- Providing Performance Feedback Health Check

HUMAN RESOURCES

TargetSolutions' Human Resources courses are designed to supplement the course catalog by providing training that is relevant and essential to all employees. Courses covering Employment Practices for Supervisors cover issues encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation and documentation.

HUMAN RESOURCES

- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- Computer Security Awareness
- Customer Service
- Drug-Free Workplace
- Ethics in the Workplace
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- Office Safety
- Red Flag Rules (Identity Theft Protection)
- Sexual Harassment Awareness
- Workplace Bullying
- Workplace Diversity
- Workplace Stress
- Workplace Violence

EMPLOYMENT PRACTICES FOR SUPERVISORS

- Anger, Violence, and Conflict in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers: Conducting an Interview
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Understanding Employee Leave
- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Personnel Selection for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Sexual Harassment Awareness for Supervisors
- Successful Hiring
- Successful Termination

CALIFORNIA STATE MANDATED TRAINING

- Anti-Harassment Training for All Employees – California (SB1343)
- Anti-Harassment Training for Supervisors and Managers – California (SB1343/AB1825)
- CA Local Agency Ethics (AB 1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)

MOTOR VEHICLE SAFETY

TargetSolutions' Online Driver Training & Compliance Program offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks and passenger vans. Supervisor curriculum is designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers. Driver training courses and curriculum for supervisors are available.

DRIVER TRAINING

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway Driving
- Impaired Driving
- Intersection Safety
- Passenger Van Safety
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

LARGE VEHICLE DRIVER TRAINING

- Accidents & Emergencies for Large Vehicle Operators
- Adjusting to Changing Conditions for Large Vehicle Operators
- Aggressive Driving for Large Vehicle Drivers
- Bucket/Boom Truck Safety and Operation
- Dangers of Speeding for Large Vehicle Drivers
- Defensive Driving Strategies for Large Vehicle Drivers
- Distracted Driving for Large Vehicle Drivers
- Driver Safety Orientation for Large Vehicle Drivers
- Impaired Driving for Large Vehicle Drivers
- Intersection Safety for Large Vehicle Drivers
- Large Vehicle Characteristics
- Safe Backing for Large Vehicle Drivers
- Seat Belt & Airbag Safety for Large Vehicle Drivers
- Securing Materials for Transportation for Large Vehicle Drivers
- Sharing the Road for Large Vehicle Drivers
- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Driver

SUPERVISOR TRAINING

- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Motor Vehicle Personnel Selection for Supervisors

OFFICE PRODUCTIVITY

TargetSolutions' comprehensive Office Productivity Training catalog offers organizations the ability to develop employees' abilities and maximize operations. Easily deliver Adobe, Google, Intuit and Microsoft Office training online to enhance professional skills and build a foundation for career growth. With nearly 100 courses on the most frequently utilized tools in the industry, employees can gain the knowledge they need to be successful.

ACCOUNTING

- QuickBooks Essentials 2013
- Mastering QuickBooks Online

DATABASE

- Intro to SharePoint

DESKTOP APPLICATIONS

- Gmail Essentials 2015
- Microsoft Sway Essentials
- Microsoft Lync Essentials
- OneDrive Essentials (2016)
- Outlook Web Access Essentials (2016)
- Secrets of the Office Guru
- Skype for Business Essentials
- What's New in Office 2016?

MICROSOFT

Access

- MS Access 2013 01: Working with Databases
- MS Access 2013 02: Creating, Modifying, and Managing Tables
- MS Access 2013 03: Working with Forms
- MS Access 2013 04: Working with Queries
- MS Access 2013 05: Sharing and Protecting Your Data

Excel

- Excel 2010 Essential Training
- Excel 2010 Essential Training II
- Excel 2013 Essential Training I
- Excel 2013 Essential Training II
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate

Outlook

- Mastering Outlook 2016
- Mastering Outlook 2016 Advanced
- Mastering Outlook 2016 Basics
- MS Outlook 2013 01: Getting Started
- MS Outlook 2013 02: Message and Contact Management
- MS Outlook 2013 03: Time and Task Management
- Outlook 2010 Essential Training
- Outlook 2010 Essential Training II
- Outlook 2013 Essential Training

Office 365

- Office 365 Essentials
- Office 365 Groups Essentials
- Office 365 Planner Essentials
- Mastering Office 365

PowerPoint

- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- MS PowerPoint 2007 01: Introduction, Navigation, Themes, Text, Slide Masters
- MS PowerPoint 2013 01: The Basics of PowerPoint
- MS PowerPoint 2013 03: Customizing Presentations
- PowerPoint 2010 Essential Training
- PowerPoint 2010 Essential Training II
- PowerPoint 2013 Essential Training
- Power-Up Your PowerPoint Presentation

Project

- Microsoft Project 2013 Essentials Training
- Microsoft Project 2016 Essentials Training
- Microsoft Project 2016 Intermediate Training

Word

- Mastering Word 2016
- Mastering Word 2016 Advanced
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- Word 2010 Essential Training
- Word 2010 Essential Training II
- Word 2013 Essential Training I
- Word 2013 Essential Training II

OPERATING SYSTEMS

- MS Windows 8: An Introduction
- Windows 8.1 Essentials
- Windows 10 Essentials

OSHA & COMPLIANCE

TargetSolutions' online courses can be used to help comply with OSHA and other federal and state regulatory agency training mandates. Complete all your required compliance training courses online, eliminating the logistic issues inherent in traditional training methods. OSHA & Compliance courses cover the following categories: General Safety, Environmental Awareness, Human Resources and supervisor-related course topics.

COMPLIANCE

- ADA Compliance in Business
- Cal/OSHA Log 300
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- Sexual Harassment Awareness
- Sexual Harassment Prevention: Quick Refresh
- Workplace Diversity

OCCUPATIONAL HEALTH & SAFETY

- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- CPR Academic
- Diet & Nutrition
- Disaster Preparedness
- Driving Safety
- Drug-Free Workplace
- Electrical Safety
- Emergency Action Plans
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- First Responder Operations Level Refresher (Modules 1–4)
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness

- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Introduction to Industrial Hygiene
- Introduction to OSHA
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Machine Guarding
- Materials Handling, Storage, Use & Disposal
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- RedVector – Confined Spaces
- RedVector – Fall Protection
- RedVector – Hazard Communication
- RedVector – Hearing Conservation
- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Lead Safety Awareness
- RedVector – Legionella Prevention and Control
- RedVector – Incident Reporting and Investigation
- RedVector – Crystalline Silica: Understanding the Hazards
- RedVector – Eye and Face Protection
- RedVector – Powered Industrial Trucks
- RedVector – EHS Regulatory Overview
- RedVector – Hand Safety
- RedVector – Lockout/Tagout
- RedVector – Hazmat Transportation Safety Awareness
- RedVector – Triethylaluminium Safety Awareness
- RedVector – Hydrogen Sulfide Safety
- RedVector – Ethylene Oxide Safety
- RedVector – Combustible Dust - Things That Go Boom
- RedVector – Exit Routes, Emergency Action Plans & Fire Prevention Plans
- RedVector – Personal Protective Equipment Selection and Proper Usage
- RedVector – Flammable and Combustible Liquids
- RedVector – Safety: Basics
- RedVector – Bloodborne Pathogens
- RedVector – General Recording Criteria
- RedVector – Introduction to Powered Industrial Trucks
- RedVector – Stairways and Ladders
- RedVector – Back Safety: Protection and Treatment Basics
- RedVector – Personal Protective Equipment
- RedVector – Fatal Accidents & Prevention
- RedVector – Preventing and Investigating Accidents
- Respiratory Protection
- Hazard Communication
- Risk Assessment Analysis
- Safety and Health Programs
- Slips, Trips, & Falls Prevention
- Trenching & Shoring

- Welding Safety
- Working in Extreme Temperatures
- Workplace Stress
- Workplace Violence

PROJECT MANAGEMENT

ADVANCED PROJECT MANAGEMENT

- Advanced Project Management: Advanced Project Risk Management
- Advanced Project Management: Advanced Project Scheduling
- Advanced Project Management: Converting Strategy Into Action
- Advanced Project Management: Executing Complex Programs
- Advanced Project Management: Integrated Project Delivery
- Advanced Project Management: Managing Project Teams
- Advanced Project Management: Project Management in a Dynamic Environment
- Advanced Project Management: Project Performance Management
- Advanced Project Management: Sustainability in Project Management
- Advanced Project Management: The Power of Project Leadership
- Advanced Project Management: Understanding the Project, Program, and Portfolio Architecture

AGILE

- Project Management - Agile 01: Series Overview
- Project Management - Agile 02: Traditional vs. Agile Project Management
- Project Management - Agile 03: Manifesto Principles 1 - 6
- Project Management - Agile 04: Manifesto Principles 7-12
- Project Management - Agile 05: Scrum and XP Methods
- Project Management - Agile 06: Other Agile Methods
- Project Management - Agile 07: Value Driven Development
- Project Management - Agile 08: Prioritization and Risk Management
- Project Management - Agile 09: Planning Agile Projects
- Project Management - Agile 10: Estimation
- Project Management - Agile 11: Managing Projects
- Project Management - Agile 12: Adaptive Planning and Design
- Project Management - Agile 13: Soft Skills and Leadership
- Project Management - Agile 14: Team Formation and Boosting Team Performance
- Project Management - Agile 15: Stakeholder Engagement
- Project Management - Agile 16: Communication in Projects
- Project Management - Agile 17: Problem Detection, Metrics, and Resolution
- Project Management - Agile 18: Quality and Earned Value Management
- Project Management - Agile 19: Continual Improvement
- Project Management - Agile 20: PMI Code of Conduct
- Project Management - Agile 21: PMI Agile Certified Practitioner (PMI-ACP)® Exam Prep
- Project Management - Agile 22: Test Me - PMI Agile Certified Practitioner Exam (PMI-ACP)®

FROM AEC PROJECT MANAGER TO PRINCIPAL

- From AEC Project Manager to Principal 1: Foundations of Management
- From AEC Project Manager to Principal 2: Marketing Your Services
- From AEC Project Manager to Principal 3: Negotiation Outcomes & Strategies
- From AEC Project Manager to Principal 4 & 5: Manpower & Quality
- From AEC Project Manager to Principal 6: Financial Management

TRADITIONAL

- Keys to On-Time, On-Budget Results
- PMBOK® Guide - Sixth Edition: 01-Project Management Overview
- PMBOK® Guide - Sixth Edition: 02-Managing Projects within Organizations
- PMBOK® Guide - Sixth Edition: 03-Project Management Process Groups
- PMBOK® Guide - Sixth Edition: 04-Execution, Monitoring and Controlling
- PMBOK® Guide - Sixth Edition: 05-Project Change Control and Closure
- PMBOK® Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan
- PMBOK® Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope
- PMBOK® Guide - Sixth Edition: 08-Monitor and Control Project Scope
- PMBOK® Guide - Sixth Edition: 09-Defining and Sequencing Project Activities
- PMBOK® Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule
- PMBOK® Guide - Sixth Edition: 11-Estimating Activity Resources and Duration
- PMBOK® Guide - Sixth Edition: 12-Controlling Costs
- PMBOK® Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs
- PMBOK® Guide - Sixth Edition: 14-Project Quality Planning
- PMBOK® Guide - Sixth Edition: 15-Quality Assurance and Cost Control
- PMBOK® Guide - Sixth Edition: 16-Managing Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 17-Planning Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 18-Processes for Managing Project Communications
- PMBOK® Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan
- PMBOK® Guide - Sixth Edition: 20-Identifying Project Risks
- PMBOK® Guide - Sixth Edition: 21-Performing Risk Analysis

- PMBOK® Guide - Sixth Edition: 22-Risk Management Planning
- PMBOK® Guide - Sixth Edition: 23-Risk Response, Monitor and Control
- PMBOK® Guide - Sixth Edition: 24-Managing Procurement During Your Project
- PMBOK® Guide - Sixth Edition: 25-Planning Procurement for Your Project
- PMBOK® Guide - Sixth Edition: 26-Stakeholder Identification and Planning
- PMBOK® Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication
- PMBOK® Guide - Sixth Edition: Test Me-Project Management Professional (PMP)®

- The Ultimate Project Manager, Series Summary: The Short and Sweet Version

ULTIMATE PROJECT MANAGER

- The Ultimate Project Manager, Chapter 01: Today's Project Manager
- The Ultimate Project Manager, Chapter 02: Marketing And Proposals
- The Ultimate Project Manager, Chapter 03: The Contract Agreement
- The Ultimate Project Manager, Chapter 04: The Project Management Plan
- The Ultimate Project Manager, Chapter 05: The Project Schedule
- The Ultimate Project Manager, Chapter 06: The Project Budget
- The Ultimate Project Manager, Chapter 07: Leading The Project Team
- The Ultimate Project Manager, Chapter 08: Managing Client Relationships
- The Ultimate Project Manager, Chapter 09: Developing Effective Communications
- The Ultimate Project Manager, Chapter 10: The Project Startup
- The Ultimate Project Manager, Chapter 11: Managing Your Time
- The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager, Chapter 14: Managing Project Quality
- The Ultimate Project Manager, Chapter 15: Managing Project Risks
- The Ultimate Project Manager, Chapter 16: Project Financial Management
- The Ultimate Project Manager, Chapter 17: Project Management And Design Technology
- The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager, Chapter 19: Project Closeout
- The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data

CYBERSECURITY

Threats of cybersecurity breaches are on the rise, and agencies must be proactive in protecting sensitive corporate and personal information. TargetSolutions' online cybersecurity training catalog features courses with up-to-date lessons for browser, email and password security to improve cybersecurity awareness amongst employees and mitigate risks to your agency's data.

CYBER AWARENESS

- Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture
- Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning
- Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

SECURITY

- Browser Security Basics
- Cybersecurity Overview
- Emailed and Messaging Safety
- Password Security Basics

SCHOOL DISTRICTS

TargetSolutions offers a comprehensive catalog of online courses for school district employees. Courses are designed to enhance knowledge and ensure safety in scholastic environments, covering a wide range of topics for principals, teachers, supervisors, librarians, custodians, food service employees and school security personnel. Courses cover the following categories: Emergency Operations Management, Environmental, Health, Human Resources, Library Services, Nutrition Service, School Safety & Behavioral and Transportation.

DRIVER TRAINING

- Adjusting to Changing Driving Conditions (EDU)
- Bus Drivers: Ergonomics and Avoiding Injury (EDU)
- Defensive Driving Strategies (EDU)
- Distracted Driving (EDU)
- Driver Safety Orientation (EDU)
- Driving Accidents & Emergencies (EDU)
- Large Vehicle Characteristics (EDU)
- Passenger Van Safety (EDU)
- Safe Use of Utility Vehicles (EDU)
- School Bus Behavior and Discipline (EDU)
- Special Education Transportation: Handling Needs on Mixed Buses (EDU)
- Special Education Transportation: Laws and Regulations (EDU)
- Special Education Transportation: Lifts and Mobility Equipment (EDU)
- Special Education Transportation: Transportation Problems (EDU)
- Special Education Transportation: Types of Disabilities and Special Needs (EDU)

FOOD SERVICE

- Food Safety, Foodborne Illness & Kitchen Sanitation (EDU)
- Food Service General Safety (EDU)
- Food Services Proper Lifting (EDU)
- School Meal Compliance (EDU)

HUMAN RESOURCES

- Child Abuse: Mandated Reporter Training (EDU)
- Ethics in the Workplace (EDU)
- Introduction to Understanding the Basics of LGBT Identities (EDU)
- Introduction to Understanding the Rights of LGBT Students (EDU)
- Maintaining Professional Staff/Student Boundaries (EDU)
- Preventing Sexual Harassment: Students (EDU)
- Sexual Harassment Awareness (EDU)
- Sexual Harassment Prevention for Supervisors (California AB 1825) (EDU)
- Sexual Misconduct in Schools (EDU)
- Spanish Version - Mandated Reporter Training for California (EDU)
- Title IX and Sexual Misconduct (EDU)

- Title IX in Higher Education: Sexual Misconduct (EDU)
- Workplace Diversity (EDU)

OSHA, COMPLIANCE & SAFETY

- Aerosol Transmissible Diseases (EDU)
- Asbestos Safety (EDU)
- Athletes and Sudden Cardiac Arrest (EDU)
- Avoiding Slips, Trips, and Falls (EDU)
- Back Injury Prevention (EDU)
- Bloodborne Pathogens Safety (EDU)
- Breaking Up Student Fights (EDU)
- Bullying Risks for Students with Disabilities (EDU)
- California Integrated Pest Management (EDU)
- Classroom Safety - Special Education (EDU)
- Computer Security Awareness (EDU)
- Crossing Guard Safety (EDU)
- Electrical Safety (EDU)
- Emergency Operations Plans In Action (EDU)
- Evacuating Students with Disabilities (EDU)
- Everyday Safety in Classrooms (EDU)
- FERPA: Protecting Student Privacy (EDU)
- Fire Extinguisher Safety (EDU)
- Fire Prevention Safety (EDU)
- General First Aid Part 1 (EDU)
- General First Aid Part 2 (EDU)
- General Office Ergonomics (EDU)
- Hazmat Spill Prevention & Control (EDU)
- Hearing Conservation (EDU)
- Incident Investigation (EDU)
- Lead Awareness (EDU)
- Liability in Sports (EDU)
- Managing Difficult Behaviors (EDU)
- Personal Protective Equipment (EDU)
- Planning for an Emergency (EDU)
- Playground Safety (EDU)
- Playground Supervision (EDU)
- Preventing Cyberbullying (EDU)
- Principal's Recognition of Hazards on a School Campus (EDU)
- Proper Lifting (EDU)
- Proper Lifting Library Operations (EDU)
- Proper Use of Seclusion and Restraint (EDU)
- Recognizing and Preventing Youth Suicide (EDU)
- Respiratory Protection (EDU)
- Safety in the Science Lab (EDU)
- School Bullying (EDU)
- School Shooting Awareness (EDU)
- School Violence and Weapons (EDU)
- Science Laboratory: Chemical Spill Safety (EDU)
- Student Concussions (EDU)
- Student Safety Restraint Systems (EDU)
- Supervision and Oversight of Students (EDU)
- Techniques for De-Escalation (EDU)
- Wheelchair Securement and Safety (EDU)
- Working in Extreme Temperatures: Heat Illness Prevention (EDU)

- Working in Extreme Temperatures: Working in Cold Climates (EDU)
- Workplace Violence (EDU)

SPANISH

TargetSolutions offers online training courses in Spanish. Courses cover the following categories: Driver Training, Environmental Awareness, General Safety, Human Resources and Occupational Health. If you would like more information about TargetSolutions' Spanish library, please contact us today.

DRIVER TRAINING

- Accidents & Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driving Safety
- Expressway and Highway Driving
- Impaired Driving
- Incident Investigation for Supervisors
- Intersection Safety
- Large Vehicle Characteristics
- Incident Investigation for Supervisors
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

OCCUPATIONAL HEALTH & SAFETY

- Advanced HAZWOPER Awareness (Modules 1-4)
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- CPR Academic
- Diet & Nutrition
- Disaster Preparedness
- Driving Safety
- Electrical Safety
- Eye Safety
- Fall Protection
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid
- General Office Ergonomics
- Hand & Power Tool Safety
- Hazard Communication

- Hazmat Spill Prevention & Control
- Hazmat Transportation
- Health & Wellness
- Hearing Conservation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Machine Guarding
- Materials Handling, Storage, Use, & Disposal
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- Respiratory Protection
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Stress
- Workplace Violence

HUMAN RESOURCES

- Alcohol-Free Workplace
- Drug-Free Workplace
- General Office Ergonomics
- Incident Investigation
- Mandated Reporter Training for California (EDU)
- Sexual Harassment Awareness
- Workplace Diversity

