

# LEADers TRAINING MATRIX

COURSE CATAGORIES	COURSE TITLES	DATE COURSE COMPLETED						NOTES
		MANDATORY	ASPIRING LEADER TRACK	COMPLETE PROFESSIONAL TRACK	MANAGEMENT	CLASSIFIED		
Professional Development	7 Habits Of Highly Effective People				•			
	Business Writing Skills				•			
	Crucial Conversations				•			
	Mastering The Art Of Public Speaking				•			
	Time Management				•			
Progressive Discipline	Frisk				•			
	Beyond Frisk				•			
	Evaluations: The Write Way				•			
	Investigations/Interviews				•			
	Early Strategies To Imporve Performance				•			
Safety	Performance Coaching	•	•		•			
	Active Shooter							
	Fire Extinguisher Safety	•						
	Hazard Communication: Right To Understand	•						
	MINS IS 100 Incident Command System	•						
Human Resources	NIMS IS-700	•						
	Bargaining Agreements Made Simple							
	Diversity Awareness				•			
	Know Your Benefits				•			
	Leave Types							
	Management Orientation				•			
	Mandated Child Reporting							
	Perventing Workplace Violence							
	Sexual Harassment For Managers	•						
	Sexual Harassment For Staff	•						
Technology	Title IX	•			•			
	EEO Committee Training							
	New Hire On Boarding							
	Worker's Compensation				•			
	Introducaiton To Office 365							
	Making Digital Content Accessible				•			
	Microsoft Office Excel							
	Microsoft Office Power Point							
	Microsoft Office Word							
	Security Awareness				•			
Continuous Improvement	SARS							
	Datatel							
	Image Now							
	SKYPE, CCC Confer & 3C Media							
	4 Lenses							
	5 Languages Of Apreciation							
	Customer Service							
	Dealing With Difficult People							
	The EQ Factor: Emotional Intelligence							
	Interview Tips And Techniques							
	Leading Across Generations							
	Slideology: Effective Power Point Presentations							
	Moving From Employee To Supervisor							
	Contracts (Finance)							
	Accounts Payable							
Cal Cards								
Purchase Orders								
Financial 2000								