



**Organizational  
Excellence**

# THE PERSONNEL COMMISSION'S TRAINING OFFERINGS

## April & May 2025

The Personnel Commission is proud to offer many courses and career enhancing opportunities to all LAUSD classified employees. Click on a title to register and secure your spot in MyPLN. Be sure to get approval from your supervisor to attend.

### **Productivity Webinars**

**Project Management Essentials for Non-Project Managers**

Thurs 4/3 12:30 PM – 3:30 PM

**Coping with Information Overload**

Tue 4/8 9:00 AM – 11:00 AM

**Classified Growth and Development Tool**

Wed 4/9 10:00 AM – 11:00 AM

**Goal Achievement Planning: Guarantee You Accomplish Your Goals**

Tue 4/22 9:00 AM – 11:00 AM

**Mastering the Art of Effective Presentations for Classified School District Employees**

Thurs 4/24 9:00 AM – 12:00 PM

**Building Accountability for Career Success**

Tue 5/6 9:00 AM – 11:00 AM

### **Lunch and Learn Webinars**

**Consumer Lending – Understanding Your Credit Report & Credit Score**

Tue 4/8 12:00 PM – 1:00 PM

### **Retirement Planning Webinars**

**Retirement Planning Workshop for Classified Employees**

Wed 4/16 or Wed 5/14 1:00 PM – 4:00 PM

### **Webinars For New Employees**

**New Employee Orientation (non-SEIU employees)**

Wed 4/23 or Thurs 5/22 9:00 AM – 1:00 PM

**New Employee Orientation (SEIU employees)**

Wed 4/30 or Wed 5/28 9:00 AM – 1:00 PM

### **2024-2025 Training Catalog**

Our catalog for the rest of 2024-2025 is ready! Watch this [quick video](#) to get an overview and visit <https://oelausd.org> to view the catalog.

**Did you know?** Employees have access to hundreds of on-demand training classes available by logging into [www.lausd.org/MyPLN](http://www.lausd.org/MyPLN). Search any topic, enroll, and learn at your own pace! And permanent Classified employees are eligible for tuition reimbursement for courses that they complete outside of LAUSD. Visit [www.oelausd.org](http://www.oelausd.org) to learn more.



Show your appreciation for LAUSD's amazing classified employees: Nominate an Everyday Hero today! Simply scan the QR code to nominate!

213-241-3440

[oelausd.org](http://oelausd.org)



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## EXCEPTIONAL SUPERVISOR I

### *Certificate Program*

If you aspire to be a successful supervisor, you need to be a strong leader, motivator, delegator, and communicator! Let us help you make a smooth transition from a staff member to a supervisor. Open to employees who aspire to become a supervisor or who are already in a supervisory role. Enroll in individual courses or complete all 7 courses to earn a certificate. Classes meet via webinar.

#### **Click here to enroll in all 7 courses**

Click a title below to enroll in an individual course:

#### **The Role of the Supervisor & Supervisor's Handbook for Orienting New Employees**

Wed 4/23 9:00 AM – 12:00 PM

#### **Communicating Effectively**

Wed 4/30 9:00 AM – 12:00 PM

#### **Business Writing for Supervisors**

Wed 5/7 9:00 AM – 12:00 PM

#### **Performance Management, Part I**

Wed 5/14 9:00 AM – 12:00 PM or Thurs 5/29 12:30 PM – 3:30 PM

#### **HR and the Law**

Wed 5/21 9:00 AM – 12:00 PM

#### **Strengthening Relationships by Managing Conflicts in a Diverse Workplace**

Wed 5/28 9:00 AM – 12:00 PM

The remaining courses to be held during 2024–2025 are as follows:

- Motivating Your Staff

## EXCEPTIONAL SUPERVISOR II

### *Certificate Program*

So you're a supervisor or manager and you oversee staff and coordinate multiple tasks. Being effective in this role depends on your ability to lead, motivate, plan, prioritize, and delegate! These classes build upon the concepts introduced in the Exceptional Supervisor Certificate Program I. However, you are not required to complete the first program before attending this certificate program's classes. Enroll in individual courses or complete all 6 courses to earn a certificate. Classes meet via webinar.

#### **The Evaluation Process for Classified Employees**

Tue 4/15 9:00 AM – 12:00 PM

#### **Collective Bargaining Agreements**

Thurs 5/15 9:00 AM – 11:00 AM

#### **Management Essentials – Treating Your Staff Fairly**

Thurs 5/8 9:00 AM – 12:00 PM

## EMERGING LEADER

### *Certificate Program*

Designed to equip managers with the essential skills necessary to excel in leadership roles, the program is comprised of six courses, each meeting for 2 to 4 sessions. Open to current supervisors, managers, and directors. Enroll in individual courses or complete all courses to earn a certificate. Classes meet via webinar.

#### **Managing Talent (Series of 3 sessions)**

Thurs 4/24, 5/8 & 5/15 12:30 PM – 2:30 PM



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