

THE PERSONNEL COMMISSION'S

# TRAINING OFFERINGS

May & June 2025



#### **Productivity Webinars**

**Building Accountability for Career Success** Tue 5/6 9:00 AM - 11:00 AM

Classified Growth and Development Tool Tue 6/17 10:00 AM - 11:00 AM

Project Management Essentials for Non-Project Managers

Thurs 6/26 12:30 PM - 3:30 PM

#### **Retirement Planning Webinars**

Retirement Planning Workshop for Classified Employees Wed 5/14 or Wed 6/18 1:00 PM - 4:00 PM

#### **Webinars For New Employees**

New Employee Orientation (non-SEIU employees) Thurs 5/22 or Tue 6/10 9:00 AM – 1:00 PM

New Employee Orientation (SEIU employees) Wed 5/28 9:00 AM - 1:00 PM

#### 2024-2025 Training Catalog

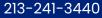
Our catalog for the rest of 2024-2025 is ready! Watch this <u>quick video</u> to get an overview and visit <u>https://oelausd.org</u> to view the catalog.

**Did you know?** Employees have access to hundreds of on-demand training classes available by logging into www.lausd.org/MyPLN. 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 to learn more.













## EXCEPTIONAL SUPERVISOR I

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 a title below to enroll in an individual course:

**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

**Motivating Your Staff** 

Wed 6/4 9:00 AM - 12:00 PM

### EXCEPTIONAL SUPERVISOR II Certificale 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.

Management Essentials - Treating Your Staff Fairly

Thurs 5/8 9:00 AM - 12:00 PM

**Collective Bargaining Agreements** 

Thurs 5/15 9:00 AM - 11:00 AM

The Evaluation Process for Classified Employees
Tue 6/3 9:00 AM - 12:00 PM





