

The Personnel Commission's
**ORGANIZATIONAL
EXCELLENCE**
Program





A Word From Our **Organizational Excellence** Team

Everyone Is Invited to Become an Expert

“The expert at anything was once a beginner.” – Helen Hayes

LAUSD’s Personnel Commission is proud to offer many courses and career enhancing opportunities to all LAUSD Classified employees. We hope that you will take advantage of these opportunities to broaden your knowledge base and become an expert in your field.

Our LAUSD Strategic Plan for 2022–2026 includes five pillars with strategies for ensuring that ALL our students graduate READY FOR THE WORLD. Pillar 5: Investing in Staff acknowledges the importance of recognizing, empowering, and supporting our staff, including building pathways for ongoing professional development, growth, and opportunities to excel. By continuing your learning journey, you will become more skilled and knowledgeable and improve your ability to support LAUSD students.

We encourage you to invest in your own professional development and growth by using this catalog to find professional development offerings that align with your interests and career goals. We offer courses in school office technical training, supervisory programs, leadership development, effective work habits, lunch and learn one-hour courses, and general topics.

In addition to our live courses, the Personnel Commission offers a Classified Growth and Development Tool that you can use for career planning and goalsetting. Learn more about the Classified Growth and Development Tool on p. 28.

In this catalog you can also learn about other free learning opportunities and on-demand courses including new learning bundles that we have curated specifically for our employees. Find out about these by visiting p. 29.

We look forward to supporting you as you learn and grow in 2024 and 2025!



We Invite You To Check Out Our

New Programs

Just Added

✓ Career Academy

A series of six courses introducing tools and resources needed to enhance promotional and employment opportunities within the District.

October, 2024 – March, 2025
9:00 AM to 11:00 AM

✓ Time and Project Management Essentials: Prioritization Strategies for Success

Unlock the secrets to efficient time and project management with this comprehensive course. Learn how to effectively prioritize tasks, set realistic goals, and manage projects from inception to completion.

October 9, 2024
9:00 AM to 11:00 AM

✓ Fish Philosophy

Fish Philosophy training is a dynamic workplace development program inspired by the energetic culture of Seattle's Pike Place Fish Market. This class encourages attendees to foster a lively and engaging work environment.

October 15, 2024 – In Person
February 12, 2025 – Webinar
9:00 AM to 11:00 AM

Just Added

✓ Impactful Conversations

In this course, participants will learn skills for holding productive conversations to directly address issues, identify root causes, and come to agreements.

October, 2024 – November, 2024
12:30 PM to 2:30 PM

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

This 3-hour webinar will help participants consistently deliver highly successful presentations.

November 21, 2024 OR April 23, 2025
9:00 AM to 12:00 NOON

✓ Course Bundles

Explore our dynamic Course Bundles, crafted to elevate your career with key skills in key business areas. Each bundle offers multiple on-demand courses, providing expert insights, practical tools, and flexible learning options tailored to your schedule.

See Page 31 for more information.

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SCHOOL OFFICE TECHNICAL TRAINING *Webinars*

Office Personnel have a critical job as they manage school offices, ensure that the operations run efficiently and make sure our students and other customers are well cared for.

To register for listed classes, visit MyPLN at:
achieve.lausd.net/mypln

Search for a course using a keyword from the course title.



SCHOOL BASED STAFF TRAINING – *Webinars*



Student Body Elementary – Quarterly Financial and Final Budget Reports

**October 9, 2024
9:30 AM to 11:00 AM**

This workshop will provide participants with the procedures for completing the Elementary Student Body Financial Quarterly Reports and the required documentation. It will also include the preparation of the Student Body Final Budget Report with the use of the Student Body Budget Forms.

Imprest Fund Accounting – Reports Only

**October 10, 2024 or
May 27, 2025
9:30 AM to 11:30 AM**

Do you want to be more proficient in doing your Imprest Fund Accounting monthly and quarter reports? Then join us in this short session where you will learn to complete your reports with ease.

Student Body Accounting – Secondary – Reconciliation

**October 16, 2024,
January 30, or April 10,
2025
9:00 AM to 11:30 AM**

This workshop will provide participants the Student Body Policies and Procedures to reconcile the Student Body Account for the Secondary Schools that use the Student Body Ledger. They will become familiar with the basic steps to complete the mandated monthly and quarterly reports and how to set up and organize the Secondary Student Body records.

Budget Accounting

**October 22, 2024
9:30 AM to 12:30 PM**

Learn the essentials of the school budget, get familiar with SAP reports, learn to create budget adjustments, and print various school budget reports.

Cumulative Records Procedures for Elementary

**November 7, 2024 or
March 5, 2025
9:30 AM to 12:30 PM**

**January 16 or June 6, 2025
9:30 AM to 11:30 AM (Basic)**

After this class, participants will have a better understanding when it comes to the preparation, organization, and maintenance of the cumulative record. This training will include how to open a cum for a brand new student or transfer student and how to make corrections on cumulative record cards.

Elementary Office Procedures for Office Technicians

**November 14, 2024 or
April 22, 2025
9:30 AM to 11:30 AM**

Participants will identify the benefits of being organized and the importance of office organization. We will discuss ideas on how to organize documents related to Elementary Enrollment and Cumulative Records according to LAUSD policies and procedures.



SCHOOL BASED STAFF TRAINING - *Webinars*

Budget Accounting - Adjustment in School Front End

**November 20, 2024 or
May 14, 2025
9:30 AM to 11:30 AM**

If you want to enhance your skills in School Front End, then this class is for you. You will learn how to create budget adjustments, how to add a new position and a new non-position line. You will also learn how to move dollars from one budget line to another and will learn how to print the School Signature Form.

Cumulative Records for Secondary - Maintenance

**November 21, 2024 or
February 20, 2025
9:30 AM to 12:30 PM**

Participants will have a better understanding of their role and responsibilities when it comes to the preparation, organization and maintenance of our student Secondary Cumulative Records at the beginning and end of each semester.

P-Card Policies and Procedures - Reconciliation

**December 4, 2024,
March 11 or
May 27, 2025
9:30 AM to 11:00 AM**

Participants will learn the Pre-approval requirements for purchases, the step-by-step reconciliation process, and the uploading of receipts. In addition, participants will analyze and review scenarios of P-Card expenditures for continued understanding of policies and procedures.

Time Reporting Fundamentals - Employees Paid with Federal and State Categorical Programs

**December 10, 2024 or
June 18, 2025
9:30 AM to 11:30 AM**

Are you confused about what documentation to submit for employees paid with Federal and State Categorical Programs? Then this class may be for you. In this session, participants will learn how to complete all of the required documentation for employees paid with Federal and State Categorical Programs.

Imprest Fund Accounting - Intermediate

**December 11, 2024
9:30 AM to 12:30 PM**

In this training, participants will be able to properly utilize the Imprest Fund and maintain records using the guidelines specified in Reference Guide 1706.4. We will cover donation procedures, reconciliation exercises, organization of records, and what attachments are needed for travel and attendance at conferences or convention/admission to field trips.

Secondary Office Procedures for Office Technicians & Sr. Office Technicians

**December 12, 2024 or
January 23, 2025
9:30 AM to 12:30 PM**

This workshop covers the importance of office organization procedures for creating a welcoming office environment for our parents, students, school community, and staff at secondary schools. Participants will identify the benefits of being organized and explain some barriers to help us increase work productivity.

SCHOOL BASED STAFF TRAINING - *Webinars*



Student Body Accounting - Elementary - Intermediate

**January 14 or
March 25, 2025
9:00 AM to 12:00 NOON**

This program will provide an overview of how to properly post transactions, handle non-sufficient funds, journal entries, reconciliation of monthly reports, and record organization.

Budget Accounting - School Front End Reports

**January 22, 2025
9:30 AM to 11:00 AM**

Do you want to learn the essentials of the school budget reports? Then join us on this class where participants will learn how to access and print the School Front End Reports.

Enrollment Procedures - Elementary - Enrollment Forms

**January 28 or
May 1, 2025
9:30 AM to 11:30 AM**

Are you new to the district? Or just want a refresher on the mandated enrollment forms that are given to a new student to LAUSD and a transfer student from another LAUSD school according to reference guide 6554.4? Then this class is for you.

Time Reporting Fundamentals - Lump Sum Differentials Using the Employee List by Cost Center

**January 29 or May 28, 2025
9:30 AM to 11:30 AM**

Learn how to time report lump sum payment of differentials using the employee list by cost center.

Imprest Fund Accounting - Solutions

**February 6, April 3, or
June 11, 2025
9:30 AM to 11:30 AM**

We have SOLUTIONS to the most common roadblocks to reconciling your Imprest Fund Account. In this webinar, you will learn solutions to common mistakes made while working on your Imprest Reports and checkbook.

Best Practices for Elementary School Administrative Assistants

**February 25 or
June 24, 2025
9:00 AM to 11:30 AM**

Join us for this exciting workshop designed to provide participants with tried-and-true solutions for SAAs in elementary schools! This workshop will help you to enhance your performance in the elementary school setting, show techniques to improve your customer service, and provide time-saving best practices and office organization.



SCHOOL BASED STAFF TRAINING - *Webinars*

Student Body Accounting - Elementary - Quarterly Financial and Preliminary Budget Reports

**March 4, 2025
9:30 AM to 11:00 AM**

This workshop will provide participants with the procedures for completing the Elementary Student Body Financial Quarterly Reports and for preparing the Student Body Preliminary Budget Report with the use of the Student Body Budget Forms.

Elementary & Secondary Office Procedures for School Administrative Assistants

**March 12, 2025
9:30 AM to 12:30 PM**

This workshop covers the importance of office organization to create a welcoming office environment and also presents critical LAUSD policies and procedures.

Time Reporting Fundamentals

**March 19, 2025
9:30 am to 12:30 pm**

Learn Time Reporter and Time Approver responsibilities, get familiar with payroll concepts, learn the different payroll calendars, define attendance and absence codes, and summarize benefits time projections.

Enrollment Procedures - Elementary

**March 19, 2025
9:30 am to 12:30 pm**

Participants will have a better understanding of LAUSD Policies and Procedures regarding Registration and Enrollment at the Elementary Level. Participants will learn about the information to provide our parents during registration and enrollment using the latest reference guide.

Current Time Reporting Practices

**March 26, 2025
9:30 am to 12:30 pm**

Participants will learn up-to-date payroll concepts, absence and attendance type codes, time reporting corrections processes, and will review common SAP time entry reports.

Enrollment Procedures - Secondary

**April 1 or May 8, 2025
9:30 am to 12:00 noon**

Learn about LAUSD policies and procedures regarding registration and enrollment at the secondary level. Participants will be familiar with the information to provide our parents regarding the registration process, requirements, and documentation needed to enroll their student.



SCHOOL BASED STAFF TRAINING – *Webinars*

Budget Accounting – Hyperlinked Control Sheets Maintenance

**April 29, 2025
9:30 AM to 11:30 AM**

Learn the importance of keeping up to date with the school Hyperlinked Control Sheets to monitor and track program balances to ensure compliance and accuracy within the planned school budget.

Student Body Accounting – Elementary – End of the Year Procedures

**May 6 or June 17, 2025
9:30 AM to 11:30 AM**

An overview of how to post transactions, handle non-sufficient funds, journal entries, reconciliation of reports, and record organization will be covered in this class.

Cumulative Records for Secondary – End of the Year Procedures

**May 15 or June 12, 2025
9:30 AM to 12:30 PM**

After attending this course, participants will have a better understanding of their role and responsibilities when it comes to the maintenance, preparation, and organization of our student Secondary Cumulative records after they culminate from middle school or graduate from senior high school.

Student Body Accounting – Secondary – End of the Year Procedures

**June 5, 2025
9:00 AM to 11:30 AM**

Participants will become familiar with the Student Body end of the school year closing procedures at the Secondary level according to the LAUSD Publication 465 and the LAUSD yearly reference guide regarding the End of the Year Closing Procedures. They will describe the process to prepare the end of the year Inventory of Student Body owned equipment and the Cash Receipt Form that must be completed every school year.

Time Reporting Fundamentals – Creating Google Docs Time Cards

**June 24, 2025
9:30 AM to 11:30 AM**

Learn how to create employee time cards using the Position with Incumbent report, and learn how to save and share timecards using google docs.

NEW SAAs – The OE Trainers Are Here for You!

If you have recently been selected as a School Administrative Assistant (SAA), congratulations! You are about to embark on the one of the most challenging and rewarding careers our schools have to offer. Our team of trainers wants to be sure you are set up for success, and one of the best ways we can do that is to get you immediately connected to crucial training and specialized resources tailor-made for you!

**Contact us at 213-241-3440 or at
otraining@lausd.net**

● LIVE WEBINAR

BUSINESS *Panel*

You are invited to attend a School Business Services Panel and obtain answers to your questions related to school operations. A panel representing functions such as classified assignments, leaves, training, payroll, fiscal services, MiSiS, recruitment, selection, and procurement will present critical information to you and answer your questions.

**October 8 or 17, 2024
or March 6 or 13, 2025
12:30 PM – 3:30 PM**

Each session will highlight different business services.

REGISTER NOW

visit MyPLN at
achieve.lausd.net/mypln



ZOOM OFFICE HOURS SESSIONS

2024-2025



SCHOOL OFFICE STAFF – YOU ARE INVITED TO ATTEND

Interested in improving your skills and knowledge for your daily tasks? If you're not comfortable asking questions in a group, that's okay – you can learn from others' questions. If you can't stay for the entire session, no worries. Our "open house" format lets you come and go as your schedule allows.

Join us for our weekly Zoom school-based office hours, starting in July 2024, where you can engage with our experienced trainers and get your questions addressed.

**Participate in Our Weekly Zoom School-Based
Office Hours Sessions**

Join us every Friday until June 2025!

Time: 9:00-11:00 a.m

ZOOM LINK FOR OFFICE HOURS:

<https://tinyurl.com/SchoolBasedOfficeHours>



A variety of breakout rooms are available to address a wide range of inquiries, such as General questions, Enrollment, Cumulative Records, Payroll, Budget, Student Body, Imprest, and many others.



WELCOME NEW LAUSD EMPLOYEES

Congratulations on your new job at LAUSD! We are glad that you will be joining our team, as we all work together to prepare our students to be READY FOR THE WORLD.

As a new employee, we would like to extend an invitation to you to attend the Organizational Excellence's New Employee Orientation program. Our program is a great first step to take as you begin your LAUSD career. During the orientation, you will learn important District policies and procedures, and you will hear about our history. We will also provide much-needed information on benefits, pay, and our performance evaluation processes, among other critical topics.

We offer programs for new employees who are part of the SEIU, as well as offer a general program for all other employees.



DATES (all classes are 9:00 AM to 1:00 PM)

GENERAL ORIENTATION

- October 24, 2024
- November 21, 2024
- December 19, 2024
- January 23, 2025
- February 20, 2025
- March 20, 2025
- April 23, 2025
- May 22, 2025
- June 10, 2025

SEIU ORIENTATION

- October 30, 2024
- November 20, 2024
- December 18, 2024
- January 29, 2025
- February 26, 2025
- March 26, 2025
- April 30, 2025
- May 28, 2025



ACADEMY/ CERTIFICATE PROGRAMS

Enhance your
Career Skills
Today!

Our academy and certificate programs are designed to strengthen job-related skills in diverse areas. Delivered as a series of on-line classes, our programs allow participants to gain expertise in critical business topics at their own pace.

To register for listed classes, visit MyPLN at:

achieve.lausd.net/mypln

Search for a course using a keyword from the course title.





CAREER ACADEMY

LOOKING TO ADVANCE YOUR CAREER?

Gain the tools and resources to enhance your promotional and employment opportunities within the District.

This academy is designed for employees seeking to advance within their current department or school site or move into a new role within the District. Our goal is to support your career growth by offering targeted courses that equip you with the knowledge and skills necessary to successfully navigate LAUSD's employment selection process.

CLASSES



Job Application 101
October 1, 2024 or
February 4, 2025
9:00 AM to 11:00 AM



Resume Basics
October 8, 2024 or
February 11, 2025
9:00 AM to 11:00 AM



Cover Letter Essentials
October 15, 2024 or
February 18, 2025
9:00 AM to 11:00 AM



Employment Test Preparation
October 22, 2024 or
February 25, 2025
9:00 AM to 11:00 AM



Interview Success
October 29, 2024 or
March 4, 2025
9:00 AM to 11:00 AM



Mapping Promotional Pathways
November 5, 2024 or
March 11, 2025
9:00 AM to 11:00 AM

FEATURED COURSES

CAREER PATH AHEAD



Job Application 101

October 1, 2024 or February 4, 2025 - 9:00 AM to 11:00 AM

Navigating the promotional job application process can be daunting, but with the right guidance and tools, you can submit an application with confidence and professionalism. This introductory course will teach you how to effectively complete job applications, ensuring you present yourself as a strong candidate.



Resume Basics

October 8, 2024 or February 11, 2025 - 9:00 AM to 11:00 AM

Are you ready to get started on your next promotional opportunity? This course will equip you with the essential skills needed to create a professional and effective resume. Whether you're looking for a promotion in your current department, or to make the jump to another role at a different department, this course will provide you with the basic tools and techniques to help your resume stand out.



Cover Letter Essentials

October 15, 2024 or February 18, 2025 - 9:00 AM to 11:00 AM

Learn the art of crafting cover letters! This course provides you with the foundational knowledge and tools to create personalized cover letters that capture the attention of hiring managers and set you apart from other applicants.



Employment Test Preparation

October 22, 2024 or February 25, 2025 - 9:00 AM to 11:00 AM

Employment tests are a common part of the job application process, used by LAUSD to assess the skills and abilities of potential candidates. This course is designed to help you understand, prepare for, and excel in various types of employment tests. Whether you're taking a multiple choice test, written assessment, or other evaluations, this course will provide you with the basic strategies and confidence to perform your best.



Interview Success

October 29, 2024 or March 4, 2025 - 9:00 AM to 11:00 AM

Interviews are a critical part of the job application process, providing an opportunity for candidates to showcase their qualifications and fit for the role. This will equip you with the basic skills and confidence needed to excel in job interviews. Through learning about common interview questions, understanding the types of interviews, and practicing responses, you will learn how to effectively present yourself in interviews.



Mapping Promotional Pathways

November 5, 2024 or March 11, 2025 - 9:00 AM to 11:00 AM

Understanding and planning your career advancement is crucial for professional growth at LAUSD. This introductory course is designed to help you identify potential career paths. Through guided exercises and personal reflection, you will learn how to identify potential career paths for your professional development and success.



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM I

ASPIRING TO BECOME A SUCCESSFUL SUPERVISOR?

If you aspire to be a successful supervisor, you need to be a strong leader, motivator, delegator, and communicator! Let us help you make the transition from a staff member to a supervisor a smooth one. Those who are already in a supervisory role and desire to strengthen and reinforce these skills will benefit from this certificate program's classes as well.

Please note: The seventh course in this series, Performance Management – The No Surprises Approach to Good Management, is listed on page 27.

CLASSES



The Role of the Supervisor

October 23, 2024 or
April 23, 2025
9:00 AM to 12:00 NOON



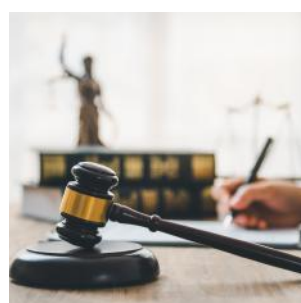
Business Writing for Supervisors

October 30, 2024 or
April 30, 2025
9:00 AM to 12:00 NOON



Managing Conflicts in a Diverse Workplace

November 13, 2024 or
May 28, 2025
9:00 AM to 12:00 NOON



HR and the Law

November 20, 2024 or
May 21, 2025
9:00 AM to 12:00 NOON



Motivating Your Staff

December 4, 2024 or
June 4, 2025
9:00 AM to 12:00 NOON



Communicating Effectively

December 11, 2024 or
May 7, 2025
9:00 AM to 12:00 NOON

FEATURED COURSES



The Role of the Supervisor

October 23, 2024 or April 23, 2025 - 9:00 AM to 12:00 NOON

This course offers an introduction to the role of a supervisor and provides participants with a broad understanding of what it takes to be an effective supervisor. We will also discuss effective strategies for orienting new employees.



Business Writing for Supervisors

October 30, 2024 or April 30, 2025 - 9:00 AM to 12:00 NOON

Successful supervisors must be able to express their thoughts and ideas clearly and succinctly in writing. This workshop provides participants with a review of the essentials of business writing, including grammar and punctuation, and offers strategies for composing well-written business document which communicate the message intended.



Managing Conflicts in a Diverse Workplace

November 13, 2024 or May 28, 2025 - 9:00 AM to 12:00 NOON

This interactive and practical workshop (offered by the District's Office of Human Relations, Diversity, and Equity) will support participants' ability to be interpersonally effective in the workplace. Conflict resolution and problem solving are key success skills for every person in every position, so take your advantage of this opportunity and register today.



HR and the Law

November 20, 2024 or May 21, 2025 - 9:00 AM to 12:00 NOON

As a supervisor, your responsibilities most likely include making personal decisions on a regular basis. Whether hiring, disciplining, promoting, considering requests for leaves, or responding to other issues, it is critical that you act in accordance with a wide range of laws and government regulations. This workshop acquaints participants with key employment laws and offers suggestions on how best to supervise while maintaining compliance with the law.



Motivating Your Staff

December 4, 2024 or June 4, 2025 - 9:00 AM to 12:00 NOON

This workshop offers participants practical, timely tips that can contribute to employee motivation and increase productivity. Managers and supervisors will learn how communication and personal management styles can contribute to or detract from employee motivation and morale.



Communicating Effectively

December 11, 2024 or May 7, 2025 - 9:00 AM to 12:00 NOON

Communicating with impact is one of the skill sets that can move you up the organizational ladder faster than any other! Coincidence? Not really. Demonstrating excellent communication skills will cause you to stand out! In this session, you will how to: 1. Avoid common obstacles to achieving "buy in" from others 2. Communicate with empathy when dealing even with the most demanding people 3. Master the art of connecting with others 4. Maintain your composure when challenged



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM II

EXCELING AS A SUPERVISOR

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.

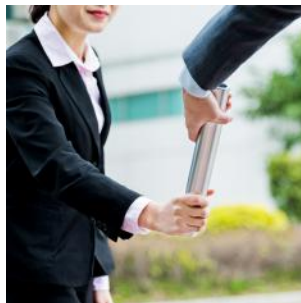
CLASSES



The Evaluation Process for Classified Employees
see page 27 for dates



Collective Bargaining Agreements
October 17, 2024 or
May 15, 2025
9:00 AM to 11:00 AM



Succession Planning
December 3, 2024
9:00 AM to 12:00 NOON



Elevating Employee Performance
through Progressive Performance Enhancement
November 12, 2024
8:30 AM to 11:30 AM



Change Management
March 27, 2025
12:30 PM to 3:30 PM



Treating Staff Fairly
May 8, 2025
9:00 AM to 12:00 NOON

FEATURED COURSES



The Evaluation Process for Classified Employees

(See Page 27 for Dates and Times)

One key for supervisors to effectively manage performance and support employees is to use the Classified evaluation process. Evaluating performance is crucial to success for both employees and their work groups. This workshop covers:

- The importance of the evaluation process
- A review of what Performance Appraisals are
- The timing requirements for evaluations
- The steps in completing the online evaluation form
- Discussion of the evaluation process as an ongoing strategic tool.



Collective Bargaining Agreements

October 17, 2024 or May 15, 2025 - 9:00 AM to 11:00 AM

If you supervise employees who are covered by union contracts, don't miss this opportunity to learn the fundamentals of employee rights, District rights, and your obligations as a supervisor. Presented by a representative from the Office of Labor Relations, this informative workshop will equip you with critical knowledge for managing employees in a union-represented environment.



Succession Planning

December 3, 2024 - 9:00 AM to 12:00 NOON

Succession planning ensures that there are highly qualified people in all of your mission-critical positions—not just today, but tomorrow, next year, and five years from now. This course will help you identify, prepare and develop future leaders more effectively. You will learn the process for implementing a robust succession planning process. We will share a toolkit with templates that you can use to develop your succession plans.



Elevating Employee Performance Through Progressive Performance Enhancement

November 12, 2024 - 8:30 AM to 11:30 AM

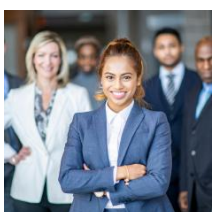
Part two of the performance management workshop series will focus on the progressive discipline process. This workshop will center on how to manage behavior when an employee is not meeting communicated standards.



Change Management

March 27, 2024 - 12:30 PM to 2:30 PM

Change is not an event; it is a process. Change can happen quickly and, in some situations, can be urgent! However, it can take time for individuals to make a transition from one way of working to another. This course provides you with strategies for leading changes within an organization, including effective approaches to introducing and communicating change. It also provides practical strategies for dealing with sources of employee resistance to change, and for removing organizational obstacles to ensure the transition is followed through.



Treating Staff Fairly

May 8, 2025 - 9:00 AM to NOON

Most of us are taught from a very young age to treat everyone fairly, but what does fairness mean in the work environment? Specifically, what role does fairness play when supervising people? This session focuses on what fairness means in the relationship between supervisors and their staff members, and discusses the benefits of treating employees fairly.

INTRODUCING

EMERGING LEADERS CERTIFICATE PROGRAM



This comprehensive certificate program is designed to equip managers with the essential skills necessary to excel in leadership roles. The program is comprised of six courses, and each course meets for a total of three or four sessions. Participants may enroll in all courses and will earn a certificate, or may enroll in individual courses.



Introducing The Emerging Leaders Certificate Program

This comprehensive certificate program is designed to equip managers with the essential skills necessary to excel in leadership roles. As you prepare to embark on your leadership journey, this program will provide you with the tools and insights necessary to thrive as an LAUSD leader.

The Emerging Leaders Certificate Program focuses on essential topics, including strategic decision-making, conflict resolution, talent management, effective communication, and managing change. Through a combination of interactive lectures, real-world case studies, group exercises, and lively discussions, participants will learn to master critical leadership skills and address diverse scenarios.

By the end of the program, participants will emerge as capable leaders ready to take the next step in their career.

EMERGING LEADERS

CERTIFICATE PROGRAM

Impactful Conversations

October 17, 24, 31 & November 7, 2024 – 12:30 PM to 2:30 PM

Leaders must be ready to engage in high-stakes conversations at any moment, and the outcomes of these conversations will directly impact individual, team, and/or organizational results. In this course, participants will learn skills for holding productive conversations to directly address issues, identify root causes, and come to agreements. The curriculum will include proven models for successfully facilitating one-on-one discussions as well as leading group discussions. During the class, participants will have many opportunities to practice applying the models to sample conversations that mirror the conversations they will have as leaders throughout their career.

Leading Change

December 5 & 12, 2024 – 12:30 PM to 2:30 PM

Change is not an event; it is a process. Change can happen quickly and, in some situations, can be urgent! However, it can take time for individuals to make a transition from one way of working to another. This course provides you with strategies for leading changes within an organization, including effective approaches to introducing and communicating change. It also provides practical strategies for dealing with sources of employee resistance to change, and for removing organizational obstacles to ensure the transition is followed through.

Data and Strategy In Leadership

January 30, February 6, & 13, 2025 – 12:30 PM to 2:30 PM

Data is a critical tool for business leaders as it aids our leaders as they make critical operating decisions, focus on process improvement, and set and meet ambitious business goals. This course will focus on the strategic utilization of data and how to make calculated decisions using it. The curriculum will include an introduction to various tools for collecting and analyzing business data, a discussion on how to understand and use data more effectively, will explore the role of data analysis in the strategic decision-making process. With this as a basis, participants will also take a deep dive into LAUSD's strategic plan, focusing on data and tactics for meeting, or even exceeding, goals within the plan.



EMERGING LEADERS

CERTIFICATE PROGRAM

Managing Talent

April 24, May 1 & 8, 2025 - 12:30 PM to 2:30 PM

Consider LAUSD's most important investment – its employees. As we invest in this critical resource, we must ensure the successful management of LAUSD's staff as it is critical to ensure operational effectiveness. This course explores talent management strategies and practices that will enable LAUSD leaders to best identify current, and project future talent needs, attract, onboard, train and retain exceptional employees, and prepare employees to step into key roles, all in an effort to inspire the full potential of the workforce.

The Language of Leadership

March 6, 13 & 20, 2025 - 12:30 PM to 2:30 PM

Effective business communication skills, both oral and written, can significantly contribute to an individual's impact as a leader. Communicating a clear and inspiring message with confidence is an essential leadership skill. This course focuses on refining communication skills to prepared leaders as they enter their new role. Course Highlights: Mastering presentation skills to build credibility and inspire your audience; structuring presentations that work best for your audience and intent; writing for business in various contexts; learning to convey professionalism and even influence by writing clearly, effectively, and with your intended audience in mind.

The Effective Leader

Dates to be Announced for 2025

As employees advance into leadership roles, they must shift focus away from direct supervision and begin adapting a more strategic and visionary emphasis. This move into more visible and influential positions requires a specific set of skills. This course is designed to introduce participants to the role of the leader and familiarize the audience with the skills necessary to be successful in this role. This class is designed as the initial course of the Emerging Leaders Certificate Program.



GENERAL COURSES

In-Person and Webinars

Take a look at all of the webinars we have to offer! We have courses on a full range of topics to sharpen your work-related skills and teach you new skills to prepare you for future career advancement.

To register for listed classes, visit MyPLN at:
achieve.lausd.net/mypln

Search for a course using a keyword from the course title.



Organizational Excellence

General Courses

In Person Class



Time and Project Management Essentials: Prioritization Strategies for Success

October 9, 2024

9:00 AM to 11:00 AM

Unlock the secrets to efficient time and project management with this comprehensive course. Learn how to effectively prioritize tasks, set realistic goals, and manage projects from inception to completion. This course covers essential techniques such as time-blocking, delegation, and the use of project management tools to enhance productivity.



Retirement Planning

October 9, November 6, December 11, 2024

January 15, February 12, March 12, April 16,

May 14, or June 18, 2025

1:00 PM to 4:00 PM

If you are a Classified employee and considering retirement, this workshop is for you! This is an opportunity to ask questions and learn the important retirement facts from District and Cal-PERS representatives. Program highlights include: What to consider when selecting a retirement date; How to calculate your service credit; How illness and vacation balances factor into retirement considerations.

In Person Class



Fish Philosophy - Empower Your Team to Feel Engaged!

October 15, 2024 OR February 12, 2025 (webinar)
9:00 AM to 11:00 AM

Fish Philosophy training is a dynamic workplace development program inspired by the energetic culture of Seattle's Pike Place Fish Market. This course centers around four core principles: Play, Make Their Day, Be There, and Choose Your Attitude, designed to foster a lively and engaging work environment. Participants will learn how to enjoy their work, create memorable experiences for colleagues and customers, be fully present in their interactions, and approach challenges with a positive mindset. By embracing these principles, organizations can enhance productivity, teamwork, and overall employee morale.



Goal Achievement Planning: Guarantee You Accomplish Your Goals

November 19, 2024 OR April 22, 2025

9:00 AM to 11:00 AM

Achieving goals is not just a matter of setting them; it requires dedication, perseverance, and strategic action. This is instrumental toward achieving your goals that either you, or your supervisor, set for yourself. This session will empower you with the mindset, skills, and strategies needed to turn your aspirations into tangible achievements. Don't miss out on this course and unlock your potential to achieve excellence through strategic planning and goal-oriented action.

General Courses



Mastering the Art of Effective Presentations
November 21, 2024 OR April 23, 2025
9:00 AM to 12:00 NOON

Effective communication and presentation skills are essential for conveying important information, facilitating training sessions, and sharing insights with colleagues and stakeholders. This 3-hour webinar will help participants consistently deliver highly successful presentations. They will learn the mindsets, skillsets, and toolsets to better inform, influence, and persuade others in today's knowledge-based world.



Actively Listening Even When It's Difficult to Listen
December 10, 2024 OR January 21, 2025
9:00 AM to 11:00 AM

Being able to give others your full attention so that you can understand their needs and ask the right questions, even in stressful situations is a skill that allows you to earn respect amongst your team. Your listening skills can help you to effectively communicate their own goals and to build strong relationships with others. In this course, you'll learn common misconceptions about listening, how to increase your listening skills, and what to do when you encounter roadblocks to actively listening.



Project Management Essentials for Non-Project Managers
December 12, 2024, April 3 or June 26, 2025
12:30 PM to 3:30 PM

Are you new to project management or looking to advance your project management career? This comprehensive course will help you master the essentials of project management by providing you with key project management skills and strategies vital to efficient and effective project execution. In this interactive webinar, you'll learn proven project management techniques to plan, implement, control and complete projects while keeping them on time, in budget, and in scope. You will also receive tips for effective communication with clients, team members and other stakeholders.



Building Accountability for Career Success
December 17, 2024 OR May 6, 2025
9:00 AM to 11:00 AM

In today's fast-paced and dynamic world, accountability has become a crucial skill for individuals and organizations to thrive. It is the cornerstone of personal and professional success, fostering trust, collaboration, and a culture of excellence. This course will give you the knowledge, tools, and strategies needed to enhance personal accountability for your success. Attend this session and increase your dependability in an increasingly accountable world.



Organizational Excellence

General Courses



The Power of Small Habits

December 19, 2024 or March 20, 2025
12:30 PM to 2:30 PM

Get ready to unleash your true potential and witness remarkable changes in your life through the power of small habits! In this training, participants will learn how to identify and cultivate habits that foster success, productivity, and overall well-being. Through practical techniques and actionable insights, participants will discover the secrets of high achievers and gain the tools necessary to create a solid foundation for sustained success.



Critical Thinking Strategies for Better Decisions

January 16 or February 20, 2025
12:30 PM to 3:30 PM

Good decisions are the result of strong critical thinking skills and effective problem solving. In this course, we are going to learn how to think critically by cultivating our problem-solving skills and discovering strategies and methods for making complex decisions. We will learn how to detect inconsistencies and common mistakes in reasoning and work through effective critical thinking processes to build, analyze and evaluate varying viewpoints.



P-Card Policies and Procedures

January 21, 2025
9:30 AM to 11:30 AM

In this program, we will go over P-Card policies and procedures, learn the cardholder and approving official's role and responsibilities, P-Card reconciliation procedures, do's and don't s, and organization of records.



Unleashing the Power of Artificial Intelligence in Business

February 6, 2025
12:30 PM to 2:30 PM

In this training, we will explore the practical applications of AI in business and uncover strategies to maximize their potential for enhanced efficiency. We will delve into various use cases such as automating repetitive tasks, optimizing decision-making processes, and enhancing data analysis. By the end of this training, participants will gain invaluable skills and knowledge to proactively identify opportunities for efficiency improvements, enhance their problem-solving capabilities, and contribute to the overall growth and success of their organization.

General Courses



Goal Setting and Time Management for School Based Employees

February 12, 2025

9:30 AM to 11:30 AM

Are you feeling overwhelmed? Stressed out? Too many tasks and not enough time? In this quick and entertaining webinar, you'll learn the tips, tricks, and techniques to better manage your goals and time. In this session, you'll discover how to plan your day for maximum results; recognize what is stealing your most-valuable time and overcome procrastination. Join us and start owning your time instead of letting time wasters own you!



Time Management Basics

March 25, 2025

9:00 AM to 11:00 AM

Do you ever feel like you are constantly chasing the day? It is not uncommon to feel like there is never enough time in the day to complete all your objectives. Inability to effectively manage your time may make you feel like you are always trying to catch up. In this course, you will learn how to better manage your time and get ahead of the day.

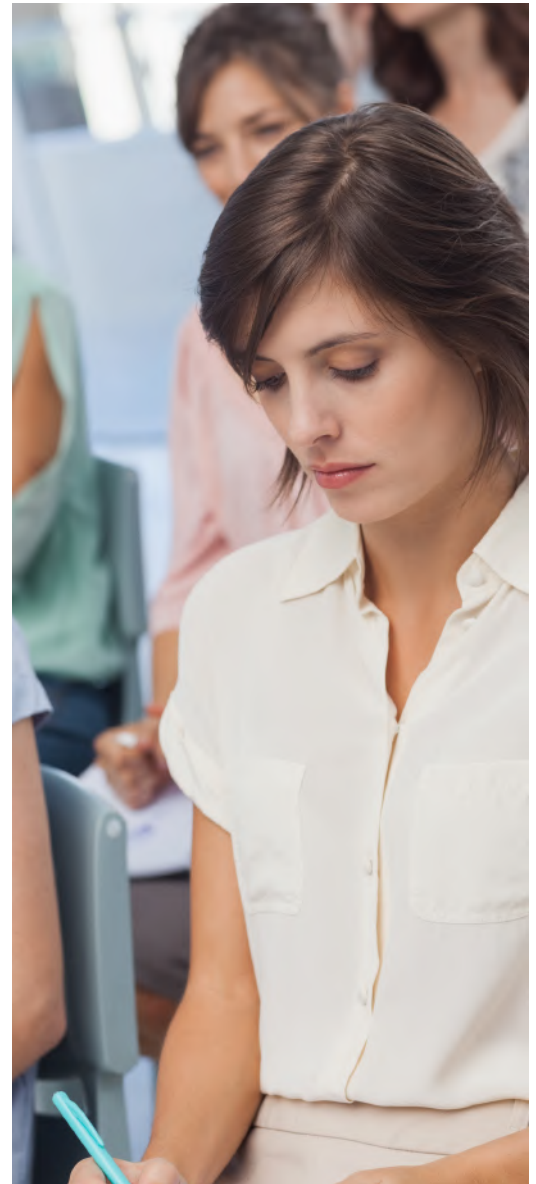


Coping with Information Overload

April 8, 2025

9:00 AM to 11:00 AM

In the age of information, information is constantly communicated to us through multiple channels such as emails, texts, calls, and meetings. It's easy to become overwhelmed and disorganized with the overflow of information. In this course, you will learn how to better manage your information channels and improve your organizational skills.



How to Enroll in a Class

1

Log Into My PLN
achieve.lausd.net/mypln

2

Enter a Key Word in the Search Field

3

Choose Course and Enroll



LUNCH & LEARN

Facilitated by the California Credit Union -
To register, visit [MyPLN at achieve.lausd.net/mypln](https://achieve.lausd.net/mypln)

Our Offerings



Real Estate –The California Dream– Homebuyer Education **October 8, 2024 or March 11, 2025 - 12 NOON to 1:00 PM**

In this session we'll discuss the home buying process, why good credit is important in financing and various mortgage options available during this special virtual event. During this session we'll discuss: The essentials of budgeting for a home and how to properly manage debt; mortgage basics and understanding what you can afford; and partnering with the ideal agent and learning how CCU can support your home buying journey.



Consumer Lending – Understanding Your Credit Report & Credit Score

November 14, 2024 or April 8, 2025 - 12 NOON to 1:00 PM

Please join us as our guest speaker from California Credit Union will discuss the importance of credit, understanding what is on your credit report, how it is calculated, how to build/rebuild credit, and common myths.



Wealth Management – Getting to Know the Basics: **The essentials to better understanding your financials**

January 14, 2025 - 12 NOON to 1:00 PM

Looking to get on track with your finances? Need ideas on where to start? Join us for this information-packed webinar presented by California Credit Union in partnership with Ameriprise Financial. In this session, you'll learn the essentials to better understand your financials including: The essentials of budgeting, managing debt and credit and investing and saving and actionable tips that can help develop good financial habits for the future.

PERFORMANCE MANAGEMENT Courses



Performance Management, the ongoing process of communicating and clarifying job responsibilities, priorities, performance expectations, and development planning for employees to optimize performance on the job, is critical to the success of our employees. This set of courses is presented for supervisors and those that aspire to become a supervisor, to learn how to effectively manage and motivate their staff.

Our Courses



The Evaluation Process for Classified Employees

October 10, 2024; January 16, February 13, March 13, April 15, or June 3, 2025

9:00 AM to 12:00 NOON

Audience: Current Supervisors

One key for supervisors to effectively manage performance and support employees is to use the Classified evaluation process. Evaluating performance is crucial to success for both employees and their work groups. This workshop covers:

- The importance of the evaluation process
- A review of what Performance Appraisals are
- The timing requirements for both probationary and permanent evaluations
- The steps in completing the online evaluation form
- Discussion of the evaluation process as an ongoing strategic tool in the performance management continuum.



Coaching and Feedback in Performance Management

November 7, 2024

9:00 AM to 11:00 AM

Audience: Current Supervisors

The “Coaching and Feedback in Performance Management” equips participants with the essential skills and strategies needed to effectively coach and provide constructive feedback to individuals within a professional setting. The course delves into the critical role that coaching and feedback play in enhancing employee performance, engagement, and growth.



Performance Management

The No Surprises Approach to Good Management

November 6, 21, 2024; January 22, March 6, May 14 or May 29, 2025

See MyPLN for Times

Audience: General

Managing staff performance is arguably one of the most critical roles carried out by our District managers and supervisors. Yet, applying all of the knowledge and skills that are needed to consistently and effectively do it well takes practice and commitment. Join as we explore: The three key ingredients to good staff management; the components of effective evaluation principles; and acknowledging and reinforcing every employee's potential.



Elevating Employee Performance

Through Progressive Performance Enhancement

November 12, 2024

8:30 AM to 11:30 AM

Audience: Current Supervisors

This class will focus on the progressive discipline process. This workshop will center on how to manage behavior when an employee is not meeting communicated standards.



Learn about the
Personnel
Commission's

CLASSIFIED GROWTH AND DEVELOPMENT TOOL

BRINGING YOUR CAREER TO THE NEXT LEVEL

The Classified Growth and Development Tool is an online application that allows our Classified employees to plan their own career growth with LAUSD. The Tool provides a career planning process for employees, following a pre-defined performance framework.

Attend a Workshop

We Invite You To Use Our Career Performance Tools To:

- Discover potential career paths
- Map your career goals
- Guide your growth and development
- Maximize your potential
- Take action to achieve your career goals

EMPLOYEES AND SUPERVISORS

Attend One of our Webinars Introducing the
**THE CLASSIFIED GROWTH AND
DEVELOPMENT TOOL**

Our Classes



December 10, 2024

10:00 AM to 11:00 AM



February 19, 2025

10:00 AM to 11:00 AM



April 9, 2025

10:00 AM to 11:00 AM



June 17, 2025

10:00 AM to 11:00 AM

SIGN UP NOW!

ONLINE TRAINING

Learning At Your Convenience

Organizational Excellence makes a full library of on-line, on-demand courses available for all Classified employees. Our library includes business, technology, and other work-skills topics, intended to help employees reach their career goals.

To register for listed classes, visit MyPLN at:

achieve.lausd.net/mypln

Search for a course using a keyword from the course title.



ON-LINE TRAINING LIBRARY

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!

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The Organizational Excellence Branch is pleased to offer a comprehensive library of e-Learning courses.

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Ultimate Productivity



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Professional Communication Skills

Empower yourself with the tools and techniques to communicate with confidence and clarity. The Professional Communication Skills Bundle features six comprehensive courses designed to refine your written, verbal, and nonverbal communication skills. Each course is created to enhance your ability to convey ideas clearly, build strong professional relationships, and make a lasting impression in any business setting.



Empowered Supervision

Unlock your leadership potential with the Empowered Supervision Bundle, a targeted collection designed for new managers seeking to excel in their roles. This bundle offers practical guidance on navigating the realities of first-time management, overcoming common challenges, and mastering essential skills like directing and delegating, conducting performance conversations, and leading productive meetings.



Ultimate Productivity

The Ultimate Productivity Bundle equips you with essential tools and techniques to transform your efficiency and effectiveness. This comprehensive package includes strategies for optimizing your workspace, overcoming procrastination through organization, mastering time management, sharpening focus, and understanding the fundamentals of time management.



Customer Service Excellence

Elevate your customer service skills with our Customer Service Excellence Bundle, featuring a comprehensive suite of courses designed to enhance every aspect of client interaction. From developing a service-oriented mindset to mastering effective communication and email etiquette, this bundle equips you with the tools to meet and exceed customer expectations.



Project Management Essentials

The Project Management Essentials Bundle provides a comprehensive toolkit for mastering key aspects of project management with up-to-date insights and techniques. This bundle covers critical areas including defining project scope and teams, managing resources and schedules, creating essential planning documents, and leading teams effectively.



Emotional Wellness

Empower yourself to thrive personally and professionally with tools to build resilience and maintain a balanced, healthy lifestyle. The Emotional Wellness Bundle is designed to enhance your mental well-being and resilience in the workplace with courses focused on reducing stress and establishing healthy workday routines.

REGISTER NOW



On-Demand

Self-Paced Software Training



Boost your efficiency and confidence with our curated on-demand (self-paced) software training courses, tailored to help you master key software tools from Google and Microsoft. Whether you're a beginner or looking to sharpen your existing technology skills, these courses provide the knowledge you need to succeed in any professional environment.

Available Training

Google Apps

Dive into the powerful suite of Google Apps with courses that cover Google Docs, Spreadsheets, and Presentations. Learn to create, edit, and collaborate seamlessly while mastering Google Drive's file management capabilities.

Microsoft Word 365

These courses offer the flexibility to choose the level that suits your needs, from mastering the basics to exploring advanced features of Microsoft Word 365. Begin with foundational skills, move on to intermediate techniques, or dive into complex tools like macros and mail merge.

Microsoft Excel 365

Unlock the full potential of Microsoft Excel 365 by selecting the course level that fits your needs. Whether you want to master basic spreadsheet tasks or dive into advanced data analysis, these courses cover everything from simple data organization to dynamic pivot tables, helping you harness Excel's powerful features to streamline your work.

Microsoft PowerPoint 365

Enhance your presentation skills with our PowerPoint 365 courses. Learn essential tools and design techniques, as well as advanced features and customization options to create professional, impactful presentations.

Microsoft Outlook 365

Become an Outlook pro with these comprehensive courses, designed to take you from managing basic emails and calendars to mastering advanced organizational tools.

Microsoft Teams

Master the essentials of Microsoft Teams with these on-demand courses. Learn how to navigate the platform, manage communication channels, and conduct efficient meetings. These trainings ensure you can collaborate effectively within your organization, whether you're new to Teams or looking to refine your skills.

Zoom

Get the most out of Zoom with courses tailored for both participants and hosts. Learn the basics of joining and hosting meetings, then advance to leading engaging, interactive sessions. Perfect for anyone looking to enhance their virtual meeting experience, from team members to meeting leaders.

The information on the following two pages is intended to inform LAUSD employees about the products and services available from several sponsoring organizations. Inclusion of a sponsor piece in this section does not imply LAUSD's endorsement, approval, or promotion of any particular product or service. You are welcome to read or to skip this section at your discretion.



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VP School & Community Development
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- Educator Home Loan Rate Discount¹
- Educator Skip-a-Pay^{1,2}
- Certificated Employee 0% APR^{1,3} Classroom Cash
- Classified Employee 0% APR^{1,3} Gear Up Loan
- New and Used Vehicle Loans
- Home Loans – Purchase or Refinance
- Visa Credit Cards
- CCU App with Zelle[®] and Mobile Check Deposit⁴
- Access to 85,000+ fee-free ATMs worldwide⁵



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Who Are We? *We were founded by LAUSD employees in 1939.*

Established in 1939, we are a not-for-profit financial cooperative founded by a group LAUSD and LACCD employees. Our field of membership is exclusively focused on serving our community. This specialization enables us to offer meticulously crafted financial products and services tailored to the membership. Unlike traditional for-profit banks driven by shareholder interests, our foremost objective is your financial well-being, both in savings and earnings.

Current School Employees

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- Summer Safeguard Savings Account ^{2, 3}
(6.60% APY / 6.44% APR)
- Classroom Supply Loan ^{2, 4}
(Borrow up to \$1,000 @ 0% for 12 months)
- Utility Loan for Classified Employees ^{2, 4}
(Borrow up to \$1,000 @ 0% for 12 months)
- Technology Loan ²
(Borrow up to \$2,500 @ 1% for 24 months)
- Mortgage Programs ⁵

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As of 4/1/2024, all applications are subject to approval. Rates are subject to change. The actual terms will vary based on the borrower's or borrowers' characteristics. ¹ Floor rate at 5.65% for 72 months. ² Direct deposit or payroll deduction from a qualified source is required. ³ Maximum monthly contribution of \$2,000. Total deposit will be transferred to Primary Share account on the first business day of July. This is a variable rate account. As of the date of this advertisement, 6.60% APY / 6.44% Rate. ⁴ Must be a current school employee (classified or certificated). ⁵ Visit our Home Loan Center at www.SchoolsFCU.org. * Access provided by COOP. Service restrictions may apply.

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IS THERE A SPECIAL CLASSIFIED EMPLOYEE YOU WOULD LIKE TO RECOGNIZE?

The Everyday Heroes Program welcomes nominations from everyone, including employees, supervisors, parents, and visitors, to recognize and celebrate the dedication and exceptional contributions of our classified employees.



 <https://oelausd.org/employee-recognition>

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DO YOU WANT TO BRING TRAINING TO YOUR OWN CAMPUS OR OFFICE?

The Organizational Excellence Classified Training team is available to deliver high-impact training to meet the needs of your team. Targeted training programs can help address skill gaps, just-in-time learning needs, customer service training, procedures training, and more.

Personalized Training

Includes our suite of existing training programs that can be personalized for your team. Courses include our Supervisory Series, our Customer Service courses and more.

**Have a group of 15 or more?
Contact us to learn more about
our programs.**

Customized Training

Includes a need assessment and the development of a new course to meet the specific needs of your team.

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