

Hundreds of Courses Available

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NEW in 2018-19		
Transformational Workplace Skills for the 21st Century Workplace		
<i>Evidence Based Courses for Building Optimistic, Positive and Productive Workplaces (Watch for Catalog - Fall 2018)</i>		
	The Foundations of Well-Being in the Workplace and Beyond	Full Day or in partial day sessions over several weeks
	Overcome Information Overload to Thrive in Today's Workplace	1 Day
	Resilience: Building and Modeling Resilience in the Workplace	1 Day
	Habits: A Science-based Method for Developing Good Ones and Dropping Bad Ones	1 Day
	The New Science of Making Better Decisions	1 Day
	Influence, Persuade, Nudge: The Science of Getting People to Take Action	1 Day
	The Science and Art of Motivating Ourselves and Others	1 Day
	Learning How to Learn: A Vital Skill for Success in the Modern Workplace	1 Day
	Persistence and Grit: A Key to Workplace and Career Success	1 Day
	The Transformational Power of Questions	1 Day
	The Science and Art of Motivating Ourselves and Others	1 Day
	A Science Based Approach to Creativity	1 Day
Courses for Analysts (Problem solving, decision making, critical thinking and more)		
	Critical Thinking Tools	1 Day
	Problem-Solving Skills	1 Day
	Essential Analytical Skills	1 Day
	Completed Staff Work	2 Days
	Interpersonal Skills for Analysts	1-2 Days
	Writing Skills for Analysts	1-3 Days
	Project Management for Analysts	1-2 Days
	Principles of Government Administration and Organization	1 Day
	Presentation Skills for Analysts	1-2 Days
	Roles and Responsibilities of a Superior Analyst	1 Day
	The New Science of Making Better Decisions	1 Day
	Ethical Decision Making: Tools and Techniques to Decrease Bias and Make Better Decisions.	1 Day
	Application Project for Analysts: From Project Charter to Completed Project (<i>generally done over a three month period</i>)	3 Days
	Introduction to Inferential Statistics for Analysts	1-3 Days
	Leading Up: Building a Better Relationship with Your Boss	1 Day
Courses for Aspiring or Pre-Analysts		
	Introduction to Analytical Skills	2 Days
	Critical Thinking Skills	1 Day
	Introduction to the Completed Staff Work Process	1 Day
	Writing Skills for the Pre-Analyst	1 Day
	Interpersonal Skills for the Pre-Analyst	1 Day
	Introduction to Project Planning for Pre-Analysts	1 Day

Writing Courses for All Staff		
	One to Three Day Writing Courses available	1 - 3 Days
	Grammar and Punctuation	1 Day
	Editing for Maximum Effectiveness	1 Day
	Technical Writing	2 Days
	Writing For and Presenting to Executives	1 Day
	Leadperson Training	1 Day
	Preparing for Supervision: Making a Decision and a Plan	1 Day
Supervising for Performance		
Many courses for supervisors available, including:		
Coaching for Results		
	Coaching and On-the-Job Training (OJT) for Supervisors	1-4 Days
Courses for Supervisors of Analysts		
	Foundations of Analysis for Supervisors	2 Days
	Coaching to Optimal Analytical Performance: Coaching Craft and On-the-Job Training	2 Days
	Presentation Skills	1 Day
	Writing Skills	1 Day
	Interpersonal Skills	1 Day
	Ethical Decision Making: Tools and Techniques to Decrease Bias and Make Better Decisions.	1 Day
	Exploring Public Policy in a California Public Agency Context	1 day
Comprehensive Supervisory Training for Public Sector		
	The Supervisor as Leader	2- 8 Days
	Performance Management	
	Interviewing and Hiring	
	Labor Relations, Employee Benefits and the Fair Labor Standards Act, EEO, Preventing Discrimination and Sexual Harassment, Reasonable Accommodation...	
	Team Development	
	Lean Principles and Tools	
	Management of Time and Workspace	
	Leading Change	
Managerial Level Courses		
	Strategic Thinking	1 Day
	Solving Managerial Problems	1 Day
	Critical Thinking Skills	1 Day
	Negotiation Skills	1 Day
Leadership Series (Customized for Agency/Client)		
	The Leadership Challenge	3-5 Days
	The Good to Great Model	3-5 Days
Skills for Performance Improvement		
	Meeting Improvement	1 Day
	Project Management	1-2 Days
	Change Management	1-2 Days
	Managing Stress & Maximizing Time	1 Day
	Listening Skills	1 Day
	Effective Communications	1 Day
	Keeping Your Team on Course	1-2 Days
	Lead Person Training	2 Days
	Memory Fit: Making the Most of Your Memory	1/2 - 1 day
	Managing Competing Priorities	1/2 - 1 day

Software Applications		
	Access Level I, II & III	Each 2 Days
	Word Level I, II & III / Excel Level I, II & III	Each 1 Day
	Powerpoint Level I and II and many other applications	Each 1 Day
Upward Mobility		
	Introduction to Analytical Skills	2 Days
	Completed Staff Work	2 Days
	Writing Excellent Letters, Memos, and Emails	1 Day
	Grammar for Professional Documents	1 Day
	Critical Thinking Skills	1 Day
	Time and Workspace Management	1 Day
	Interpersonal Skills	2 Days
	Introduction to Computer Applications	2 Days

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