



# NEOGOV Learn Course Catalog

## October 2023

### Business Skills

6 Tips for Parents Working from Home  
ADA Compliant Documents  
Budgeting for Elected Officials  
County Government Basics for Newly Elected Officials  
Digital Literacy: Basic Technical Fluency for Employees\*\*\*  
Employee Accountability  
Leading Successful Remote Teams  
Managing Stress in Uncertain Times  
Managing Unionized Employees\*\*\*  
Media Training Part 1: Crafting Your Message  
Media Training Part 2: Preparing for the Interview  
Municipal Government Basics for Newly Elected Officials  
Onboarding Remote Employees  
Social Media for Public Officials  
Special District Basics for Newly Elected Officials  
The Remote Manager: Employee Engagement\*\*\*  
Township Basics for Newly Elected Officials  
Writing in Plain Language for Government  
Zoning Basics: By Right Projects, Special Permits, and Zone Changes  
Zoning Basics: Permit Evaluation Criteria  
Zoning Basics: Roles and Procedures  
Zoning Basics: Subdivision Ordinances  
Zoning Basics: Uses and Development Standards

### Campus Safety

Bloodborne Pathogens for Campus Law Enforcement  
School Bus Safety: Bullying on the Bus  
School Bus Safety: Emergency Operations  
School Bus Safety: Loading & Unloading  
School Bus Safety: Safe Bus Operation  
School Bus Safety: Transporting Students with Special Needs

### Child Safety

Appropriate Touch  
Before and After School Program  
Camp Aquatics Safety  
Day Camp Supervision  
Injury Prevention in Youth Sports  
Mandatory Reporters of Child Abuse and Neglect  
Resident Camp Supervision

### Cyber Security

Complying with HIPAA for Business Associates  
Complying with HIPAA for Covered Entities  
Complying with HIPAA for Hybrid Entities  
Cyber Security: Best Practices for At-Home Employees  
Cybersecurity: Data Classification and Handling  
Cybersecurity: Data Privacy and Safe Computing  
Cybersecurity: Data Privacy and Security \*\*  
Cybersecurity: Responding to Data Breaches\*\*  
PCI Security Standards at the Point of Sale

\* Meets the Illinois Workplace Transparency Act Requirement

\*\* Meets the P.A. 102-0753 Cybersecurity requirements

\*\*\* Meets SHRM continuing education requirements



PCI Security Standards for IT and Back Office  
PCI Security Standards for Managers  
PCI Security Standards on the Phone and Online  
Preventing Phishing \*\*  
Privacy Awareness \*\*  
Records Management \*\*  
Responsible Use of Social Media  
Security Awareness \*\*  
Security Awareness with Privacy Principles  
Security Basics

## Diversity & Inclusion

Become a Disability Ally in Your Workplace  
Courageous Conversations\*\*\*  
Cultural Competence\*\*\*  
Leading an ERG  
The HR Guide to LGBTQIA+ Equality in the Workplace  
Understanding and Preventing Microaggressions\*\*\*

## Driver Safety

Aggressive Driving and Road Rage  
Avoiding Collisions While Backing & Parking  
Backhoe Safety with Trackhoe Supplement  
Bulldozer Safety  
Defensive Driving  
Defensive Driving for Vanpool Drivers  
Driving Around Animals  
Driving in Adverse Weather  
Driving While Impaired  
Driving with Distractions  
Dump Truck Safety  
Hazard Recognition  
Intersections: Turning & Right of Way  
Lane Use  
Liability While Driving Government-Owned Vehicles  
Light Trucks: Avoiding Collisions  
Light Trucks: Backing Safety  
Light Trucks: Driving Hazards  
Light Trucks: Ergonomics  
Light Trucks: Handling Extreme Conditions  
Light Trucks: Trailering

Managing Speed  
Road Grader Safety  
Slower is Faster - Survival Skills for Ambulance Drivers  
Slower is Faster - Survival Skills for Fire Engine Drivers  
Slower is Faster - Survival Skills for Law Enforcement Drivers  
Snow Plow Safety  
Space and Time Management  
Street Sweeper Safety  
Survival Driving - Emergencies and Natural Disasters  
Survival Driving - Urban Driving  
Tailgate Topics - Avoiding Accidents  
Tailgate Topics - Buckle Up  
Tailgate Topics - Distracted Driving: Drop it & Drive  
Tailgate Topics - Driving Defensively  
Tailgate Topics - Drowsy Driving  
Tailgate Topics - Emotional Driving  
Tailgate Topics - Hang Up and Drive: Cell Phones + Driving  
Tailgate Topics - Intersections  
Tailgate Topics - Look Back: Mirror, Mirror on the Car  
Tailgate Topics - Safe Following  
Tailgate Topics - Winter Driving  
Turning Hazards  
Vehicle Care and Maintenance  
Winter Driving Safety  
Winter Driving: Braking and Special Consideration  
Winter Driving: Comprehensive  
Winter Driving: Trapped or Stranded Vehicles  
Winter Driving: Travel Planning and Techniques  
Winter Driving: Weather Conditions & Preparations

## Emergency Preparedness

Emergency Prep & Response: Earthquakes  
Emergency Prep & Response: Floods  
Emergency Prep & Response: Hurricanes  
Emergency Prep & Response: Terrorism  
Emergency Prep & Response: Tornadoes

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Emergency Prep & Response: Wildfires  
Emergency Prep & Response: Winter Storms

## Employment Liability

Anti-Bullying Supervisor Training\*\*\*  
Antiracism: Challenging Inequity\*\*\*  
Bias in Interviewing\*\*\*  
C.A.R.E. About Implicit Bias\*\*\*  
Challenge Organizational Bias\*\*\*  
Developing a Diversity and Inclusion Program\*\*\*  
Discipline and Termination: Documenting Discipline\*\*\*  
Discipline and Termination: Progressive Discipline\*\*\*  
Discipline and Termination: Sensitive Subjects\*\*\*  
Discipline and Termination: Termination Tips\*\*\*  
Discussing Racism for K-12 Educators  
EEO Laws: An Introduction\*\*\*  
EEO Laws: Supervisor Responsibilities\*\*\*  
Emergency Leave Under the FFCRA\*\*\*  
Employer Responsibilities for Domestic Abuse\*\*\*  
Ethical Decision Making in the Workplace\*\*\*  
Ethics: Governmental Transparency Laws for Public Officials  
Ethics: Laws Relating to Fair Processes  
Ethics: Personal Advantages and Perks for Public Officials  
Ethics: Personal Financial Gain by Public Officials  
Evaluating Your Workplace Behavior\*\*\*  
FLSA and Minimum Wage Rules\*\*\*  
FLSA: Employee Classification & Overtime Rules\*\*\*  
FLSA: Record Keeping Rules\*\*\*  
Harassment Prevention for Illinois Employees\*\*\*  
Harassment Prevention for Employees: Condensed  
Harassment Prevention for Illinois Supervisors\*\*\*  
Harassment Prevention for Supervisors: Condensed

Hiring Liability: Discrimination\*\*\*  
Hiring Liability: Improper Background Investigations\*\*\*  
Hiring Liability: Misrepresentation & Implied Contracts\*\*\*  
Hiring Liability: Negligent Hiring\*\*\*  
Hiring Liability: Supervisor responsibilities  
Introduction to Lawful Hiring\*\*\*  
Interacting with Unhoused People  
Lawful Interviewing: Ask Effective Questions\*\*\*  
Lawful Interviewing: Conduct Interviews, Part I\*\*\*  
Lawful Interviewing: Conduct Interviews, Part II\*\*\*  
Lawful Interviewing: Preparing to Interview  
Loudermill, Weingarten, and Garrity Rights for Employees  
Loudermill, Weingarten, and Garrity Rights for Supervisors\*\*\*  
Public Employment Law Fundamentals\*\*\*  
Public Records Requests\*\*\*  
Records Retention\*\*\*  
RISE Up Against Workplace Bullying\*\*\*  
The Drug-Free Workplace Act for Employees\*\*\*  
The Drug-Free Workplace Act for Supervisors\*\*\*  
The Family and Medical Leave Act: Eligible Employees\*\*\*  
The Family and Medical Leave Act: Overview\*\*\*  
The Family and Medical Leave Act: Qualifying Reasons\*\*\*  
The Family and Medical Leave Act: Supervisor Responsibilities\*\*\*  
Title I of ADA for Higher Ed: Interactive Process\*\*\*  
Title I of ADA for Higher Ed: Reasonable Accommodation\*\*\*  
Title I of ADA: Interactive Process\*\*\*  
Title I of ADA: Reasonable Accommodation\*\*\*  
Title I of ADA: Supervisor Responsibilities\*\*\*  
Title VI of the 1964 Civil Rights Act for Higher Education\*\*\*  
Title VI of the 1964 Civil Rights Act for Municipalities\*\*\*

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Title IX Final Rule for Faculty & Staff  
USERRA Rights & Supervisor  
Responsibilities\*\*\*  
Workplace Investigations for Supervisors:  
Closing the Investigation  
Workplace Investigations for Supervisors:  
Conducting Interviews  
Workplace Investigations for Supervisors:  
Knowing When & Why to Investigate  
Workplace Investigations for Supervisors:  
Planning the Investigation  
Workplace Investigations for Supervisors:  
Preparing Interview Questions

## Health & Safety

A COVID-19 Response: Returning to Work  
Accident Incident Investigation  
Active Shooter and Workplace Violence  
Response (Higher Ed)  
Active Shooter and Workplace Violence  
Response (Workplace)  
Aquatic Safety  
Arc Flash Safety  
Asbestos Awareness  
Avoiding Animal Bites  
Avoiding the Crush Zone  
Back Safety  
Basic Construction Safety  
Basic Industrial Safety  
Behavior-Based Safety for Supervisors  
Bloodborne Pathogens  
Bloodborne Pathogens Condensed  
Bloodborne Pathogens for Healthcare  
Workers  
Bloodborne Pathogens for Law  
Enforcement  
Bullying Prevention at Camp  
Chainsaw Safety  
Child Sexual Abuse Prevention at Camp  
Compressed Gas Safety  
Confined Space Entry  
Contact Tracing in Your Community  
COVID-19: A Pandemic Response  
Crossing Guard Training  
Disaster Benefits Administration  
Electrical Safety

Emergency Communication in the  
Workplace  
Emergency Preparedness: Continuity of  
Operations  
Emergency Response in the Workplace  
Employee Safety Awareness  
Eye and Face Protection  
Fall Protection  
Fall Protection: Comprehensive  
Fentanyl Exposure Safety  
Field Biological Hazards  
Fire and Explosion Hazards  
Fire Prevention  
Fire Prevention: Comprehensive  
Flagger Safety  
Food Safety  
Forklift Safety  
Forming and Operating Safety Committees  
General Safety Boost Episode 1:  
Ergonomics  
General Safety Boost Episode 10: Skin  
Protection  
General Safety Boost Episode 11: First Aid  
General Safety Boost Episode 12: Active  
Shooter  
General Safety Boost Episode 2: Back  
Safety  
General Safety Boost Episode 3: Trip  
Hazards  
General Safety Boost Episode 4:  
Emergency Preparedness  
General Safety Boost Episode 5: Fire Safety  
General Safety Boost Episode 6: Hazard  
Communication  
General Safety Boost Episode 7: Slip  
Hazards  
General Safety Boost Episode 8: Drug-Free  
Workplace  
General Safety Boost Episode 9:  
Bloodborne Pathogens  
Hand and Power Tool Safety  
Hazard Communication: The New GHS  
Standards  
Hearing Conservation  
Hoisting and Rigging  
Home Office Ergonomics  
Hydrogen Sulfide Safety Awareness  
Indoor Crane and Sling Safety

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Introduction to Contact Tracing  
Introduction to OSHA  
Job Hazard Analysis  
Job Hazard Analysis for Supervisors  
Laboratory Safety  
Ladder Safety  
Landscape Safety  
Lead Safety Awareness  
Lockout/Tagout Safety  
Lockout/Tagout Safety: Comprehensive  
Machine Guarding  
Material Handling and Storage  
New Employee Safety Orientation  
Occupational Disease Prevention for Firefighters  
Office Safety  
OSHA Investigations and Inspections  
OSHA Recording and Reporting  
Personal Protective Equipment  
Personal Protective Equipment: Eye and Face Protection  
Personal Protective Equipment: Foot Protection  
Personal Protective Equipment: Hand Protection  
Personal Protective Equipment: Head Protection  
Personal Protective Equipment: Noise Exposure and Hearing Conservation  
Personal Protective Equipment: Respiratory Protection  
Playground Safety  
Playground Supervision  
Practicing Hand Hygiene  
Practicing Hand Hygiene: Child Care Providers  
Practicing Hand Hygiene: Food Service Professionals  
Practicing Hand Hygiene: Medical Professionals  
Preparing Your Workplace for COVID-19  
Preventing Slips, Trips, and Falls  
Preventing Slips, Trips, and Falls for Firefighters  
Preventing Strains and Sprains  
Railroad Crossing Safety

Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Alcohol Misuse  
Reasonable Suspicion for Drug and Alcohol Testing: Signs and Symptoms of Drug Use  
Reasonable Suspicion for Drug and Alcohol Testing: The Role of the Supervisor  
Respiratory Protection  
Safe Patient Handling  
Safety Awareness Program for Supervisors  
Safety Data Sheets  
Safety in Local Government: Part 1  
Safety in Local Government: Part 2  
Scaffolding Safety  
Shallow Water Blackout  
Shelter Protocol: Operating & Closing a Shelter  
Shelter Protocol: Preparing to Open a Shelter  
Silica Awareness: Silica and the OSHA Silica Standard  
Silica Awareness: Working Safely with Silica Site Control  
Slips, Trips, and Falls  
Spill Prevention and Control  
Stress Management at Work and Elsewhere  
Stress Management for Public Safety  
Telecommunicators  
The Professional Lifeguard  
Transitional Duty: Improving Your Return to Work Program  
Trenching and Excavation Safety  
Trip and Transportation Safety  
Updating Your Workplace Response to COVID-19  
Waste Management  
Welding, Cutting & Brazing Safety  
Whole Health: A Well-Rounded Exercise Routine  
Whole Health: Am I at Risk for Diabetes?  
Whole Health: Am I Getting the Right Nutrition?  
Whole Health: Brain Health  
Whole Health: Dental Care  
Whole Health: Good Sleep Habits  
Whole Health: Maintain a Strong & Healthy Back  
Whole Health: Preventive Care

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Whole Health: Self-Awareness About Drinking  
Whole Health: Techniques to Manage Stress  
Whole Health: The 3 Biggest Myths About Smoking  
Wildfire Smoke Safety  
Work Zone Safety  
Working Outdoors in Warm Weather  
Working Outdoors in Warm Weather for Camp Employees  
Workplace Allergies & Sensitivities for Employees\*\*\*  
Workplace Ergonomics  
Workplace Ergonomics Update

## Higher Ed

Anti-Bullying Supervisor Training for Higher Ed  
Cyberbullying Awareness & Prevention for Higher Education  
EEO Laws for Higher Ed: An Introduction  
EEO Laws for Higher Ed: Age Discrimination in Employment Act  
EEO Laws for Higher Ed: Equal Pay Act of 1963  
EEO Laws for Higher Ed: Genetic Information Nondiscrimination Act  
EEO Laws for Higher Ed: Pregnancy Discrimination Act  
EEO Laws for Higher Ed: Supervisor Responsibilities  
EEO Laws for Higher Ed: Title I of the ADA  
EEO Laws for Higher Ed: Title VII of the Civil Rights Act  
RISE Up Against Workplace Bullying in Higher Ed

## Human Capital

8 Tips for Working From Home  
Analyzing Work Processes\*\*\*  
Coaching to Build Skills\*\*\*  
Coaching to Develop Motivation\*\*\*  
Conveying Information\*\*\*

Creating a Total Service Experience  
Dealing with Aggressive Behavior\*\*\*  
Dealing with Bad Behavior\*\*\*  
Dealing with Conflict\*\*\*  
Dealing With Difficult Customers  
Dealing With Grief and Loss in the Workplace for Employees  
Dealing With Grief and Loss in the Workplace for Supervisors  
Defining a Problem\*\*\*  
Defining Coaching\*\*\*  
Defining Useful Workplace Feedback\*\*\*  
Determining Your Problem-Solving Style\*\*\*  
Effective Writing for Business\*\*\*  
Focusing on the Customer\*\*\*  
Giving Feedback\*\*\*  
How Work Teams React to Change\*\*\*  
Identifying Performance Standards  
Identifying Strategies for Making Change Work  
Identifying the Characteristics of Change\*\*\*  
Implementing Process Improvements\*\*\*  
Introducing Personal Power  
Listening Skills\*\*\*  
Measuring and Monitoring Processes  
Providing Service with Heart  
Receiving Feedback\*\*\*  
Setting Overall Goals\*\*\*  
The Responsibilities of a Manager\*\*\*  
The Role of Customer Service  
The Role of the Supervisor\*\*\*  
Understanding Skills\*\*\*  
Understanding Team Building\*\*\*  
Writing Inclusive Job Descriptions  
Writing Unbiased Interview Questions for Supervisors

## IFMK Law

Illinois Freedom Of Information Act  
Managing Employees From Hire to Termination, Part 1  
Managing Employees From Hire to Termination, Part 2  
Sexual Harassment Prevention (IFMK Law)\*  
Sexual Harassment Prevention Training Supervisor Portion (IFMK Law)\*

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## **K-12 Education**

Allergy Awareness for K-12  
Asthma Awareness for K-12  
Cyberbullying Awareness & Prevention (K-12)  
FERPA 101 for K-12 Administrative Staff  
FERPA 101 for K-12 Teachers  
Harassment Prevention for K-12 Employees  
Harassment Prevention for K-12 Supervisors  
Maintain Engagement in Online Learning (K-6)  
Seizure Awareness for K-12  
Title VI of the 1964 Civil Rights Act for K-12  
Verbal De-escalation (K-12)  
Youth Suicide Prevention (K-12)  
Youth Suicide Prevention (K-12) Part 1: Your Role in Prevention  
Youth Suicide Prevention (K-12) Part 2: Observe, Support, Refer  
Youth Suicide Prevention (K-12) Part 3: A Community Effort

## **Law Enforcement**

Anti-Bias Policing: Part 1  
Anti-Bias Policing: Part 2  
Asher Model: Creating a Culture of Wellness  
Asher Model: Educate Your Staff on Resilience  
Asher Model: Encourage Healthy Habits  
Asher Model: Encourage Spirituality  
Asher Model: Focus on the Solutions  
Asher Model: Making It OK to Not Be OK  
Asher Model: Partner with the Family  
Asher Model: Provide Peer Support  
Below 100  
Below 100 Tenets: Remember, Complacency Kills!  
Below 100 Tenets: Watch Your Speed  
Below 100 Tenets: Wear Your Belt  
Below 100 Tenets: Wear Your Vest  
Below 100 Tenets: What's Important Now?  
Bloodborne Pathogens for Law Enforcement Officers  
Community Policing, Part I  
Community Policing, Part II

Coronavirus & Safety: What Every Cop Needs to Know  
De-Escalation and Communication, Part I  
De-Escalation and Communication, Part II  
False Arrests and Arrest Liability for Law Enforcement  
Firearms Safety  
Guide to Consensual Encounters  
Law Enforcement Ethics  
Off-Duty Conduct  
Officer Safety and Tactics for Chemical and Bomb Threat Response  
Personnel Guidelines for Law Enforcement (Part 1)  
Personnel Guidelines for Law Enforcement (Part 2)  
Preventing Slips, Trips, and Falls for Law Enforcement Officers  
Responding to Domestic Abuse Calls  
Situational Awareness and Ambush  
Precautions for Law Enforcement  
Slower is Faster: Survival Skills for Law Enforcement Drivers  
Stress Management for Law Enforcement  
Use of Force: An Overview  
Use of Force: Community Policing and Community Perceptions  
Use of Force: Decision Making and Judgment  
Use of Force: Ethical Considerations  
Use of Force: Liability and Reasonableness

## **Leadership and Management**

Building a Kind and Connected Workplace  
Emotional Intelligence and Self-Awareness for Supervisors  
Emotional Intelligence and Motivation for Supervisors  
Emotional Intelligence and Self-Regulation for Supervisors  
Emotional Intelligence and Empathy for Supervisors  
Introduction to Emotional Intelligence for Supervisors  
One Conversation Can Change Everything

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