



# NEOGOV Learn Course Catalog

April 2024

## Business Skills

6 Tips for Parents Working From Home  
Acting With Empathy  
Budgeting for Elected Officials  
County Government Basics for Newly Elected Officials  
Creating ADA Compliant Documents  
Digital Literacy: Basic Technical Fluency for Employees\*\*\*  
Employee Accountability  
Fundamentals of Local Government  
Kindness Matters  
Leadership Competencies for New Supervisors  
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  
Staying Focused  
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  
Child Abuse Awareness and Prevention for Texas  
Day Camp Supervision  
Injury Prevention in Youth Sports  
Mandatory Reporters of Child Abuse and Neglect  
Resident Camp Supervision

## Cyber Security

Criminal Justice Information Services  
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\*\*

## Diversity & Inclusion

Become A Disability A.L.L.Y. In Your Workplace  
Building a Gender Inclusive Workplace  
Courageous Conversations\*\*\*  
Cultural Competence\*\*\*  
Leading An Employee Resource Group  
Managing a Generationally Diverse Team

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Navigating Generational Diversity in the Workplace  
Understanding and Preventing Microaggressions\*\*\*  
Understanding and Preventing Microaggressions for Supervisors  
Understanding Diversity, Equity, and Inclusion  
Understanding Socioeconomic Differences Among Students

### **Driver Safety**

Backhoe Safety with Trackhoe Supplement  
Bulldozer Safety  
Defensive Driving  
Defensive Driving for Vanpool Drivers  
Dump Truck Safety  
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  
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  
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  
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  
Emergency Prep & Response: Wildfires  
Emergency Prep & Response: Winter Storms

### **Employment Liability**

Accommodating Higher Ed Students with Disabilities  
Accommodating K-12 Students with Disabilities  
Anti-Bullying Supervisor Training  
Antiracism: Challenging Inequity  
Bias in Interviewing  
C.A.R.E. About Implicit Bias  
Challenge Organizational Bias  
Consequences of Bias  
CSA Guide to Clery Act  
Developing a Diversity and Inclusion Program  
Discipline and Termination: Discussing Discipline  
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  
Diversity in the Workplace: Diversity for All  
EEO Laws: Age Discrimination in Employment Act  
EEO Laws: An Introduction  
EEO Laws: Equal Pay Act of 1963  
EEO Laws: Genetic Information  
Nondiscrimination Act  
EEO Laws: Pregnancy Discrimination Act of 1978  
EEO Laws: Supervisor Responsibilities  
EEO Laws: Title I of the ADA  
EEO Laws: Title VII of the Civil Rights Act  
Emergency Leave Under the FFCRA

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Employer Responsibilities for Domestic Abuse  
 Ethical Decision Making in the Workplace  
 Ethics: Governmental Transparency for Public Officials  
 Ethics: Governmental Transparency Laws for Public Officials (AB 1234)  
 Ethics: Laws Relating to Fair Processes (AB 1234)  
 Ethics: Personal Advantages and Perks for Public Officials  
 Ethics: Personal Advantages and Perks for Public Officials  
 Ethics: Personal Financial Gain by Public Officials  
 Ethics: Understanding Fair Processes for Public Officials  
 Evaluating Your Workplace Behavior  
 FERPA for Faculty in Higher Education  
 FERPA for Staff in Higher Education  
 First Amendment Audits  
 FLSA and Minimum Wage Rules  
 FLSA: Employee Classification & Overtime Rules  
 FLSA: Record Keeping Rules  
 Generating Solutions  
 Harassment Prevention for Employees  
 Harassment Prevention for Employees: Condensed  
 Harassment Prevention for Higher Ed Employees  
 Harassment Prevention for Higher Ed Supervisors  
 Harassment Prevention for Illinois Employees  
 Harassment Prevention for Illinois Supervisors  
 Harassment Prevention for 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  
 Implicit Bias in Action  
 Interacting with Unhoused People  
 Introduction to Lawful Hiring\*\*\*  
 Issues in Diversity: Be Attentive  
 Issues in Diversity: Embrace Tough Conversations  
 Issues in Diversity: Exercise Compassion

Issues in Diversity: Expand Horizons  
 Issues in Diversity: Share Responsibility  
 Issues in Diversity: Speak With Care  
 Issues in Diversity: Welcome New Perspectives  
 Lawful Interviewing: Ask Effective Questions\*\*\*  
 Lawful Interviewing: Conduct Interviews, Part I\*\*\*  
 Lawful Interviewing: Conduct Interviews, Part II\*\*\*  
 Lawful Interviewing: Prepare 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\*\*\*  
 School Bullying: Address Potential Bullying  
 School Bullying: Define Bullying & The Law  
 School Bullying: Identify Bullying Episodes  
 School Bullying: Understand Bullying Dynamics  
 The Biased Brain  
 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 for Higher Ed: Supervisor Responsibilities\*\*\*  
 Title I of ADA: Interactive Process\*\*\*  
 Title I of ADA: Reasonable Accommodation\*\*\*  
 Title I of ADA: Supervisor Responsibilities\*\*\*  
 Title IX Final Rule for Faculty & Staff  
 Title IX, The Clery Act, and VAWA for Faculty and Staff  
 Title VI of the 1964 Civil Rights Act for Higher Education\*\*\*  
 Title VI of the 1964 Civil Rights Act for Municipalities\*\*\*  
 Transition to Remote Teaching for Higher Education

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USERRA Rights & Supervisor Responsibilities\*\*\*  
 Wage and Hour Concerns During an Emergency  
 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  
 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

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OSHA Investigations and Inspections  
 OSHA Recording and Reporting  
 Patient Handling - Introduction & Core Principles  
 (Part 1 of 8)  
 PHASE Patient Handling - Lifting and Assisting  
 (Part 2 of 8)  
 PHASE Patient Handling – Carrying (Part 3 of 8)  
 PHASE Patient Handling – Transferring (Part 4  
 of 8)  
 PHASE Patient Handling – Extricating (Part 5 of  
 8)  
 PHASE Patient Handling – Stretcher (Part 6 of  
 8)  
 PHASE Patient Handling - Bariatric Patients  
 (Part 7 of 8)  
 PHASE Patient Handling – Summary (Part 8 of  
 8)  
 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-  
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 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  
 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

### 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

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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)\*

### **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  
Harassment Prevention for K-12 Employees  
Harassment Prevention for K-12 Supervisors  
Maintain Engagement in Online Learning (K-6)  
Seizure Awareness 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?  
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

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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**

Accountability for Supervisors  
Building a Kind and Connected Workplace  
Change Management  
Corrective Action Series: Errors in Work  
Corrective Action Series: Bullying Coworkers  
Corrective Action Series: Employee Burnout  
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  
Managing Employees After a Critical Incident  
One Conversation Can Change Everything  
Psychological Safety  
Servant Leadership

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