



Los Rios Community College District / Government Training Academy, Training Source, and Workplace Learning Resource Center

Courses for Analysts		
	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
	Capstone Project for Superior Analysts	16 Hours (over 3 days)
Courses for 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
Courses for Supervisors of Analysts		
	Coaching to Optimal Analytical Performance: Coaching Craft and On-the-Job Training	2 Days
Pre-Supervisor Courses / Skills		
	Leadperson Skills	1-2 Days
	From Supervisor to Manager: Making the Transition to Manager	1-2 Days
Supervising for Performance		
	Module 1: Foundational Skills for Supervisory Excellence	3 Days
	Becoming a Supervisor	
	Supervisor as Leader	
	Optimizing Employee Performance	
	Communication Essentials	
	Module 2: Equal Employment Opportunity	2 Days
	Labor Relations, Employee Benefits and the Fair Labor Standards Act	
	Grievance Process	
	Workers Compensation and Health and Safety	
	Adverse Action Process	
	Module 3: Team Development	3 Days
	Employee Development: Coaching & OJT	
	Conflict Management	
	Module 4: Time & Space Management	2 Days
	Meeting Facilitation	
	Leading Organizational Change	
	Off-site Supervision	
	Action Planning: Getting the most from the Series	

**Contact Bruce Winner, 916.563.3232, winnerb@losrios.edu
or Valerie Carrigan, 916.563.3253, carrigv@losrios.edu**



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Managerial Level Courses		Up to 5 Days Available
	Strategic Thinking	
	Solving Managerial Problems	
	Critical Thinking Skills	
	Negotiation Skills	
Leadership Series (Customized for Agency/Client)		
	The Leadership Challenge	3-5 Days
	The Good to Great Model	3-5 Days
Superior Writing for Public Agencies		
	Writing Skills for Public Agency Employees	1-3 Days
	Writing Skills for Analysts	1-3 Days
	Writing Excellent Letters, Memos and E-Mails	1 Day
	Professional Business Grammar	1 Day
Coaching for Results		
	Coaching for Supervisors	1-4 Days
	Coaching for Supervisors of Analysts	2 Days
	Coaching for Public Agency Leaders	2-3 Days
Skills for Performance Improvement		
	Practical Insight: Motivating employees, lessening conflict, and achieving productivity via social, generational, and cultural awareness	2 Days
	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
	Appreciative Inquiry	Multi-Days
	Memory Fit: Making the Most of Your Memory	1/2 - 1 day
	Managing Competing Priorities	1/2 - 1 day
	Speaking English Clearly: Accent reduction and cross-cultural awareness for non-native English speakers	12-24 hrs
Next Skills: the essential soft and technical skills for the 21st century workforce		
Creativity and Innovation	1 day
Valuing Diversity at Work	1 day
Navigating Technology	1 day
Interpersonal Skills for Building Teamwork	1 day
Service Orientation	1 day
Employability Skills	1 day
Verbal Communication for Working Professionals	1 day
Effective Listening	1 day

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LOS RIOS
WORKFORCE & ECONOMIC
DEVELOPMENT

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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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