



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



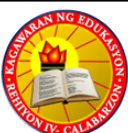
27 August 2021

**Regional Memorandum**

**SUBMISSION OF THE LIST OF SDO NON- TEACHING PERSONNEL AS ATTENDEES TO  
COMPETENCY ENHANCEMENT COURSES**

To **School Division Superintendents**

1. In reference to DepEd Order No. 040 s. 2020 re: Implementation of Learning and Development for Non-teaching personnel in the Department of Education in view of COVID-19 pandemic, this Office, through the Human resource Development Division (HRDD) in partnership with Udemy E Learning Solutions will provide courses to address the competency gaps of non-teaching permanent employees, on the following:
  - a. Core Competency
  - b. Functional Competency
  - c. Leadership Competency
2. This activity aims the participants to;
  - a. gain an in-depth understanding on the customized/personalized course based on their needs on the competencies mentioned above.
  - b. prepare a work plan on the implementation of the insights gained from the course; and
  - c. implement the work plan to enhance productivity in the workplace.
3. Anent to this, kindly identify participants and their 4 priority courses to be taken based on the needs assessment results. All participants will be enrolled to Udemy E Learning Solutions for a period of one year. However the first 4 courses identified will be taken within 6 months from the time they are enrolled. Participants can take other courses after finishing the first 4 courses.



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

**Trunkline:** 02-8682-5773/8684-4914/8647-7487

**Website:** [depedcalabarzon.ph](https://depedcalabarzon.ph)

**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

4. Attached are the number of participants per SDO and the list of UdeMy Courses where you can choose from, that will address the gaps on core, functional and leadership competency.
5. Please email the list of participants endorsed by Schools Division Superintendent to [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) on or before September 3, 2021 following the format attached.
6. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

### NUMBER OF PARTICIPANTS PER SDO

| SDO                | LEVEL 1    | LEVEL 2    | TOTAL      |
|--------------------|------------|------------|------------|
| Antipolo City      | 7          | 16         | 23         |
| Bacoor City        | 7          | 11         | 18         |
| Batangas City      | 13         | 9          | 22         |
| Batangas Province  | 17         | 17         | 34         |
| Binan City         | 6          | 16         | 22         |
| Cabuyao City       | 7          | 9          | 16         |
| Calamba City       | 9          | 7          | 16         |
| Cavite City        | 9          | 7          | 16         |
| Cavite Province    | 15         | 17         | 32         |
| Dasmaringas City   | 7          | 8          | 15         |
| General Trias City | 6          | 8          | 14         |
| Imus City          | 6          | 8          | 14         |
| Laguna Province    | 7          | 25         | 32         |
| Lipa City          | 10         | 10         | 20         |
| Lucena City        | 10         | 9          | 19         |
| Quezon Province    | 23         | 15         | 38         |
| Rizal Province     | 9          | 22         | 31         |
| San Pablo City     | 10         | 8          | 18         |
| Sta Rosa City      | 7          | 8          | 15         |
| Tanauan City       | 11         | 8          | 19         |
| Tayabas City       | 6          | 8          | 14         |
| <b>TOTAL</b>       | <b>200</b> | <b>246</b> | <b>446</b> |

### Template

(Letter Head)

### LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

| Name | Level | Designation | Courses |
|------|-------|-------------|---------|
| 1.   |       |             | 1.      |
|      |       |             | 2.      |
|      |       |             | 3.      |
|      |       |             | 4.      |
| 2.   |       |             | 1.      |
|      |       |             | 2.      |
|      |       |             | 3.      |
|      |       |             | 4.      |

# DepEd Central Office Priority Competencies

| I. Core Skills and Behavioral Competencies |                     |  |   |                     |        |
|--|---------------------|--|---|---------------------|--------|
| Target Job Group                           | Target Competencies | Title of Courses   | Instructors                                       | # of Training Hours | Rating |
| All  | Self-Management     | Master your Brain: neuroscience for Personal Development     | Gregory Caremans                                  | 3                   | 4.6    |
|  |                     | How to Develop Emotional Resilience to Manage Stress         | Robin Hills                                       | 3.5                 | 4.4    |
|  |                     | Emotional Intelligence at Work: Learn from your Emotions     | Leila Bulling Towne                               | 1                   | 4.5    |
|  |                     | Emotional Intelligence: Master Anxiety, Fear and Emotions    | Joeel and Natalie Rivera, Transformation Services | 7                   | 4.4    |
|  |                     | Enhance your Emotional Intelligence: The Science of Emotions | Sivakami, S.                                      | 3                   | 4.5    |
|  |                     | Self-Confidence: 40-minute Confidence and Self-Esteem Guide  | Jimmy Naraine                                     | 1                   | 4.5    |
|  |                     | Releasing Negative Beliefs &Thought-Patterns                 | Tara Brach  | 2.5                 | 4.5    |
|  |                     | Mindfulness Certificate Course (Levell, II, III and Master)  | Kain Ramsey, Achology Ltd                         | 27                  | 4.5    |
|  |                     | How to Build Self-Discipline                                 | Martin Meadows                                    | 1.5                 | 4.5    |
|  |                     | Double Your Confidence and Self-Esteem – Complete Blueprint  | Jimmy Naraine                                     | 7                   | 4.4    |

|  |                            |   |   |     |     |
|--|----------------------------|---|---|-----|-----|
|  | Teamwork                   | Manage Change Through Collaboration and Team Work             | Denise Fletcher   | 1.5 | 4.3 |
|  |                            | Building Your Team – Forming to Performing – A Quick Course   | Lawrence M. Miller, Institute for Leadership            | 2   | 4.4 |
|  |                            | Conscious Business: Building Collaborative and Engaged Teams  | Conscious Business Institute – Petter Matthias          | 1.5 | 4.4 |
|  |                            | Virtual Teams – Designing your successful remote team culture | Julja Schneider   | 1.5 | 4.2 |
|  |                            | Developing Emotional Intelligence in Teams                    | Robin Hills   | 2.5 | 4.4 |
|  |                            | Agile Leadership and Resilient Teams                          | Michael Papanek   | 1.5 | 4.4 |
|  |                            | Team Leadership and Management Skills 2020 – LEAN Team Kata   | Lawrence M. Miller, Institute for Leadership Excellence | 14  | 4.6 |
|  |                            |   |   |     |     |
|  | Professionalism and Ethics | Leadership Ethics and Integrity: A Comprehensive Guide        | Sivakami, S   | 4.5 | 4.5 |
|  |                            | Complete Personal Development Personal Transformation Course  | TJ Walker   | 29  | 4.5 |
|  |                            | Learn Social Psychology – The Self and Self-Esteem            | Andrew Luttrell   | 1   | 4.3 |
|  |                            | Complete Time Management Course Raise Personal Productivity   | TJ Walker   | 26  | 4.4 |
|  |                            | Personal Time Management – Personal Productivity Tools        | Piotr Nabielec  | 1.5 | 4.5 |
|  |                            | Personal Branding Master: The System to Reinvent Yourself     | Silviu Marisk, Effective Learning Lab                   | 8   | 4.6 |
|  |                            | Productivity Masterclass: A guide to Personal Effectiveness   | Kain Ramsey   | 3   | 4.4 |

|  |                     |  |  |      |      |
|--|---------------------|--|--|------|------|
|  |                     | Email Etiquette: Write More Effective Emails At Work           | Clare Lynch                                      | 1    | 4.4  |
|  |                     | Leading Effective Meetings – You Can Leader Effective Meetings | TJ Walker  | 27   | 4.6  |
|  | Results-Focus       | The Complete Personal Productivity Course – Business and Life  | TJ Walker  | 29.5 | 4.3  |
|  |                     |  |  |      |      |
|  | Innovation          | Disciplined Dreaming: Lead Breakthrough Creativity At Work     | Josh Linkner                                     | 1.5  | 4.4  |
|  |                     | Design Thinking for Beginners: Develop Innovative Ideas        | Laura Pickel                                     | 1    | 4.3  |
|  |                     | Design Thinking in 3 Steps                                     | Designit Strategic Design                        | 1.5  | 4.4  |
|  |                     | Creativity, Design Thinking, and Innovation for Business       | Joeel and Natalie Rivera, Transformation Service | 3    | 4.2  |
|  |                     | Develop your Innovatio- Certified Design Thinking Bootcamp     | Marcin Stasko                                    | 2.5  | 4.0  |
|  |                     | Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways    | Kristen Palana                                   | 1    | 4.5  |
|  |                     | Business Model InnovationL Differentiate and Grow Your Company | Pavel N   Business Disruptors                    | 4    | 4.5  |
|  |                     | Innovation Master Class  | Thomas M. Koulopoulos                            | 3.5  | 4.4. |
|  |                     | Accelerate Innovation and Creativity, A Research Based Guide   | Sivikami, S                                      | 3.5  | 4.3  |
|  |                     | Smart Tips: Innovation   | Tamara Ghandour                                  | 2    | 4.5  |
|  | Service Orientation | Transformational Leadership and Leading Corporate Culture      | Lawrence Miller                                  | 3.5  | 4.4  |

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|--|---------------------------|--|---------------------|---------|-----|
|  |                           | Leadership Skills Training: Becoming an Inspiring Leader     | Lecturio GmbH       | 2       | 4.5 |
|  |                           | Agile Leadership and Resilient Teams                         | Michael Papanek     | 1.5     | 4.4 |
|  |                           | Service Design: Designing for Experience Over Time           | Jon Kolko           | 1       | 4.3 |
|  |                           | Customer: How to Understand Customer Needs                   | Learoy Tonight      | 1       | 4.4 |
|  |                           | 2020: Customer Service 2.0: Learn Digital Customer Service   | Davis Jones         | 1       | 4.5 |
|  |                           | Customer Service: Soft Skills Fundamentals                   | Samara Wenten       | 40 mins | 4.4 |
|  | Monitoring and Evaluation | Learn Risk Analysis, Evaluation and Assessment- from A to Z  | Marco Catanossi     | 1       | 4.2 |
|  |                           | Goal Setting at Work: Plan for Success and Reach Your Goals  | Leila Bulling Towne | 1       | 4.5 |
|  |                           | Project Management: Master Project Management- PMP/PMI       | Chris Croft         | 2.5     | 4.6 |
|  |                           | Project Management Fundamentals                              | Chris Croft         | 2.5     | 4.5 |
|  |                           | Project Management with MS Project – Scheduling Master Class | Igor Ovchinnikov    | 6.5     | 4.6 |
|  | Partnership & Linkage     | International Expansion: A Blueprint for Success             | Anthony Gioeli      | 3.5     | 4.4 |
|  |                           | Change Management for OrganizationsL Drive Strategic Results | Vicki Hart          | 1       | 4.4 |
|  |                           | Management Skills: Build Employee Engagement and Performance | Ramon Janssen       | 2       | 4.3 |

|  |  |  |  |         |     |
|--|--|--|--|---------|-----|
|  |  | How to Facilitate Effective Communication and Engagement       | Greensafe international Dioworks Group           | 1.5     | 4.3 |
|  |  | Conscious Business: Building Collaborative and Engaged Teams   | Conscious Business Institute                     | 1.5     | 4.4 |
|  | Essential Skills in Adapting to the New Normal           | Working from Home Effectively                                  | Chris Croft                                      | 2.5     | 4.5 |
|  | A. Managing Health in terms of Crisis and Disaster       |  |  |         |     |
|  |  | Mental Health for Coping with Stress and Anxiety (Coronavirus) | Joeel and Natalie Rivera, Transformation Service | 2       | 4.4 |
|  |  | The Stress Detox: Reduce Stress and Burnout In The Workplace   | Ritu Riyat                                       | 0.9     | 4.3 |
|  |  | Anxiety and Stress   | Chris Croft                                      | 2.2     | 4.6 |
|  |  | The Simple Guide To Mindfulness & Mindfulness Meditation       | Julian Jenkins                                   | 1.8     | 4.6 |
|  |  | Flourishing in Stressful Times - with Tara Brach               | Tara Brach, Ph.D.                                | 2.0     | 4.4 |
|  |  | Learn Meditation with Certification to Guide Others            | Melissa Crowhurst                                | 1.0     | 4.5 |
|  |  | The Stress Detox: Reduce Stress and Burnout In The Workplace   | Ritu Riyat                                       | 0.9     | 4.3 |
|  |  | How to Develop Emotional Resilience to Manage Stress           | Robin Hills                                      | 3.5     | 4.4 |
|  |  | Emotional Intelligence: Control Your Thoughts and Behaviors    | The Best Selling Author  Noah Marriby            | 2.5     | 4.2 |
|  |  | Manage Workplace Stress and Strike a Balance                   | Eleventure Team                                  | 44 mins | 4.4 |
|  |  | How to Work from Home with Kids During a Pandemic              | Marissa Lonic                                    | 1       | 4.5 |
|  |  | How to be more productive working from home                    | Christopher Greenwood, Melanie Greenwood         | 43 mins | 4.5 |
|  | a. Managing Mental Health in time of Crisis and Disaster |  |  |         |     |



|  |  |  |   |                 |     |     |
|--|--|--|---|-----------------|-----|-----|
|  |  | Work From Home: Worklife Balance and Time Management           | Dave Espino   | 1               | 4.5 |     |
|  | B. Collaborative Working with Remote Teams                             | Leading Virtual Teams: A Quick Course                          | Lawrence Miller, Institute for Leadership Excellence    | 2               | 4.4 |     |
|  |  |  | How to Manage and Influence Your Virtual Team           | Hassan Osman    | 3   | 4.4 |
|  |  |  | Best Practices for Working Remotely                     | Shelley Osborne | 0.5 | 4.4 |
|  |  |  | Work From Home: Where to Start and How to Succeed       | Reneice Charles | 1.4 | 4.3 |
|  | b. Collaborative Working with Remote Teams                             | Working Remotely: How to Succeed in the New Workplace          | Clare Lynch   | 1.5             | 4.3 |     |
|  | C. Using Online Platforms and Presentation Skills in Online Activities | Designing a Digital Transformation Roadmap                     | Mike Connor   | 1               | 4.2 |     |
|  | c. Using Online Platforms and Presentation Skills in Online Activities | Better Virtual Meetings: How to Lead Effective Meetings        | Hassan Osman  | 1               | 4.5 |     |
|  |  | Train The Trainer Virtual; Virtual Training Master Class       | Jason Teteak  | 7               | 4.3 |     |
|  |  | Virtual Presentation Skills Webinar – Beginner to Advanced     | Jason Teteak  | 2               | 4.4 |     |
|  |  | Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills | TJ walker   | 27.5            | 4.3 |     |
|  |  | Designing a Digital Transformation Roadmap                     | Mike Connor   | 1               | 4.2 |     |
|  | D. Cyber Security and Data Privacy                                     | Cybersecurity for HR Professionals                             | HR Jetpack  | 1               | 4.5 |     |
|  |  |  | Risk Management for Cybersecurity and IT Managers       | Jason Dion      | 3   | 4.5 |
|  |  |  | Start and Grow your Successful Career in Cyber Security | Alexander Onli  | 2.5 | 4.7 |
|  | d. Cybersecurity and Data Privacy                                      |  |   |                 |     |     |

|                             |  |   |  |      |      |
|-----------------------------|--|---|--|------|------|
|                             |  | Information Security Management Fundamentals for Non-Techies  | Alton Hardin                             | 10.5 | 4.5  |
|                             |  | Cyber Security Operation and Technology Solutions             | Mobolaji Moyosore                        | 5    | 4.3  |
|                             |  | The Beginners 2020 Cyber Security Awareness Training Course   | Reza Zaheri                              | 3.5  | 4.6  |
|                             |  | Google Cloud Professional Data Engineer: Get Certified 2020   | Dan Sullivan                             | 6    | 4.3  |
|                             |  | The Data Science Course 2020: Complete Data Science Bootcamp  | 365 Careers Team                         | 29   | 4.5  |
|                             |  | Data Science A-Z: Real – Life Data Science Exercises Included | Kirill Eremenko, Super Data Science Team | 21.5 | 4.6  |
| II. Functional Competencies |  |   |  |      |      |
| Target Job Group            | Target Competencies                        |   |  |      |      |
|                             |  | Talent Development for Leaders: Develop Your High-Potentials  | Mary Walter                              | 1    | 4.4  |
|                             |  | Train the Trainer Virtual: Virtual Training Master Class      | Jason Tateak                             | 7    | 4.2  |
|                             |  | Let's Create a Course in Articulate Storyline 3 / 360         | Thor Melicher                            | 3    | 4.6  |
|                             |  | Instructional Design for Classroom Training                   | Irina Ketkin                             | 2    | 4.4  |
|                             | Human Resources Management and Development |   |  |      |      |
|                             | A. Recruitment, Selection and Placement    | How to Hire & Manage Virtual Teams                            | Evan Kimbrell                            | 1    | 4.33 |
|                             |  | Recruiter Training - Hire Top Employees in 30 days            | Craig Brown                              | 9.8  | 4.3  |
|                             |  | [2020] Recruiting: Talent Acquisition & Hiring (Version 2)    | Davis Jones                              | 1.4  | 4.34 |
|                             |  | Optimized Interview: For Hiring Managers & Recruiters         | Ryan Lecour                              | 1.5  | 4.17 |
|                             |  |   |  |      |      |

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|--|--|--|---------------------------------------|------|------|
|  |  | HR Analytics - Analytics in Talent Management                | Jigsaw Academy                        | 2    | 4.1  |
|  |  | Strategic Planning Basics for Human Resources                | HR Jetpack                            | 1    | 4.4  |
|  |  | Introduction to Human Resource Concepts                      | Integrity Training                    | 8    | 4.5  |
|  |  | The Complete Job Interviewing Skills Masterclass Course      | TJ Walker                             | 22   | 4.5  |
|  |  | INTERVIEW TRAINING: Ask Better Questions, Hire Better People | James Colino                          | 1.5  | 4.5  |
|  |  | HR Metrics That Matter                                       | HR Jetpack                            | 1.5  | 4.3  |
|  |  | Conduct Behavioral Interviews & Be a Great Mentor            | Eleventure Team                       | 1    | 4.4  |
|  |  | How to Master Hiring: Pick the right candidate every time    | PracticalGrowth                       | 1    | 4.4  |
|  |  | Interview Training for Hiring Managers and Teams             | Elizabeth Shober, Udemy Learning Team | 1    | 4.4  |
|  |  | Attract Great Candidates By Creating A Stand Out Job Advert  | Debbie Yarwood                        | 1.5  | 4.2  |
|  |  | Recruitment Interviewing Essentials: Interviewing Made Easy  | Richard Lock                          | 2.8  | 4.31 |
|  |  | The Superboss Playbook for Managers                          | Sidney Finkelstein                    | 1.5  | 4.4  |
|  |  | Employee Training: Your Rapid Roadmap to Classroom Success   | Linda Salazar                         | 0.52 | 4    |
|  |  | How to Design Effective Training Programs                    | O'Connell Advance Training Solutions, | 1    | 4.2  |
|  |  | ADDIE: Training and Development Professionals' Guide         | Sorin Dumitrascu                      | 2    | 4    |
|  |  | Teach Online: How To Create In-Demand Online Courses         | Debbie LaChusa                        | 3.5  | 4.7  |

|                        |  |  |  |      |      |
|------------------------|--|--|--|------|------|
| General Administrative |  | Feedback is Fuel   | Shelley Osborne                            | 0.5  | 4.4  |
|                        |  | How to Create your Course Outline: Official Udemy Course     | Udemy Instructor Team                      | 1    | 4.8  |
|                        | B. Human Resource Development (Learning and Development) | Talent Development for Leaders: Develop Your High-Potentials | Mary Walter                                | 1.1  | 4.25 |
|                        |  | Train the Trainer Virtual: Virtual Training Master Class     | Jason Tateak                               | 7    | 4.2  |
|                        |  | Introduction to Learning and Development (HR)                | Irina Ketkin                               | 2    | 4.4  |
|                        |  | Let's Create a Course in Articulate Storyline 3 / 360        | Thor Melicher                              | 3    | 4.6  |
|                        |  | Instructional Design for Classroom Training                  | Irina Ketkin                               | 2    | 4.4  |
|                        |  | The Superboss Playbook for Managers                          | Sydney Finkelstein                         | 1.4  | 4.33 |
|                        |  | Employee Training: Your Rapid Roadmap to Classroom Success   | Linda Salazar                              | 0.52 | 4.3  |
|                        |  | How to Design Effective Training Programs                    | O'Connell Advance Training Solutions       | 1    | 4.2  |
|                        |  | ADDIE: Training and Development Professionals' Guide         | Sorin Dumitrascu                           | 2    | 4    |
|                        |  | Teach Online: How To Create In-Demand Online Courses         | Debbie LaChusa                             | 3.5  | 4.5  |
|                        |  | Feedback is Fuel   | Shelley Osborne                            | 0.5  | 4.24 |
|                        | C. Performance Management                                | How to Create your Course Outline: Official Udemy Course     | Udemy Instructor Team                      | 1    | 4.8  |
|                        |  | Understanding Performance Management as an HR Professional   | Christina A. Danforth                      | 1.3  | 4.34 |
|                        |  | The Essentials of Feedback & Performance Management (2020)   | Davis Jones                                | 2.5  | 4.5  |
|                        |  | Performance Management For Managers                          | Life Progression Project, Lorraine Wiseman | 1.5  | 4.4  |
|                        |  | Performance Management: Build a High Performing Team         | Bob Bannister                              | 1.8  | 4.19 |

|  |                                |  |                          |     |      |
|--|--------------------------------|--|--------------------------|-----|------|
|  |                                | Effectively Managing Employee Performance                    | LearnSmart LLC           | 1.7 | 3.99 |
|  |                                | World-Class HR: 21st Century Talent Management               | Josh Bersin              | 3   | 4.3  |
|  |                                | Onboarding New Employees: Increase retention and performance | PracticalGrowth          | 1   | 4.4  |
|  |                                | Build A Culture of Freedom & Responsibility by Patty McCord  | Patty McCord             | 1.5 | 4.4  |
|  |                                | Green Jujitsu: Smart Employee Engagement for Sustainability  | Gareth Kane              | 1.5 | 4.3  |
|  | D. Rewards and Recognition     | Rock The Review: Get Promoted as VIP Talent                  | Tania DeSa               | 2   | 4.5  |
|  |                                | Build A Culture of Freedom & Responsibility by Patty McCord  | Patty McCord             | 1.5 | 4.4  |
|  |                                | World-Class HR: 21st Century Talent Management               | Josh Bersin              | 3   | 4.3  |
|  |                                | HR Analytics - Analytics in Talent Management                | Jigsaw Academy           | 2   | 4.1  |
|  |                                | Learn HR Fundamentals for a Career in Human Resources        | Christina A. Danforth    | 0.7 | 4.4  |
|  |                                | Labor Relations for Human Resources                          | HR Jetpack               | 1.5 | 4.6  |
|  |                                | Green Jujitsu: Smart Employee Engagement for Sustainability  | Gareth Kane              | 1.5 | 4.3  |
|  | E. Employee Relations/ Welfare | Collaboration and Emotional Intelligence                     | Robin Hills              | 1.9 | 4.39 |
|  |                                | Mastering Collaboration: Work together for the best results  | Evan Kimbrell            | 0.8 | 4.15 |
|  |                                | How to Manage Difficult Conversations: Beginner's Guide      | Markus Amanto            | 1.2 | 4.39 |
|  |                                | Cross-Cultural Communication: How To Flex Your Style         | Life Progression Project | 1.2 | 4.31 |
|  |                                | Rock The Review: Get Promoted as VIP Talent                  | Tania DeSa               | 2   | 4.5  |

|  |                      |  |   |     |      |
|--|----------------------|--|---|-----|------|
|  |                      | Build A Culture of Freedom & Responsibility by Patty McCord  | Patty McCord  | 1.5 | 4.4  |
|  |                      | World-Class HR: 21st Century Talent Management               | Josh Bersin   | 3   | 4.3  |
|  |                      | HR Analytics - Analytics in Talent Management                | Jigsaw Academy  | 2   | 4.1  |
|  |                      | Learn HR Fundamentals for a Career in Human Resources        | Christina A. Danforth                                   | 0.7 | 4.4  |
|  |                      | Labor Relations for Human Resources                          | HR Jetpack  | 1.5 | 4.6  |
|  |                      | Green Jujitsu: Smart Employee Engagement for Sustainability  | Gareth Kane   | 1.5 | 4.3  |
|  | F. Talent Management | World-Class HR: 21st Century Talent Management               | Josh Bersin   | 1.9 | 4.21 |
|  |                      | Be a Great Mentor: A Practical Guide to Mentorship           | JeanAnn Nichols   | 1.1 | 4.35 |
|  |                      | Coaching Managers & Leaders for Continuous Improvement       | Lawrence M. Miller                                      | 4.4 | 4.52 |
|  |                      | Mentor for Impact - Start Mentoring                          | Harald Lepisk   | 1.2 | 4.28 |
|  |                      | Build A Culture of Freedom & Responsibility by Patty McCord  | Patty McCord  | 1.5 | 4.4  |
|  |                      | Identifying and Building Digital Leadership Talent           | Mike Conner   | 2   | 4.4  |
|  |                      | Embracing a Culture of Feedback                              | Maureen Falvey  | 1   | 4.4  |
|  |                      | Diversity & Inclusion: Building a Grassroots Foundation      | Jennifer Kim  | 1   | 4.5  |
|  |                      | HR Course - Agile PeopleOps Framework (APF) : Foundation     | Culturelligence LLC                                     | 0.7 | 4.1  |
|  |                      | Onboarding New Employees: Increase retention and performance | PracticalGrowth   | 1   | 4.4  |
|  |                      | Coaching Managers & Leaders for Continuous Improvement       | Lawrence M. Miller, Institute for Leadership Excellence | 4.5 | 4.4  |

|  |                  |  |                         |      |      |
|--|------------------|--|-------------------------|------|------|
|  |                  | HR Metrics That Matter                                       | HR Jetpack              | 1.5  | 4.2  |
|  |                  | Labor Relations for Human Resources                          | HR Jetpack              | 1.5  | 4.6  |
|  |                  | Strategic Planning Basics for Human Resources                | HR Jetpack              | 1    | 4.3  |
|  |                  | Learn how to Simplify HR Reports                             | InfoTrek                | 4    | 4.5  |
|  |                  | Strategic Workforce Planning: A Fundamental Beginner's Guide | Tracey Smith            | 1    | 4.4  |
|  |                  | Event Management for Beginners                               | Lisa Price              | 1.5  | 4.2  |
|  |                  | Successful Events; Event Planning, Marketing and Management  | Alex Genadinik          | 9.5  | 4.3  |
|  |                  | Operations Management A-Z: Business Processes and Systems    | Laurence Gartside       | 3.5  | 4.5  |
|  |                  | Diversity, Equity, and Inclusion: A Beginner's Guide         | Ulysses Smith           | 1    | 4.5  |
|  |                  | Exceptional Leadership: Leading at a Higher Level            | Ron Carucci             | 1.1  | 4.33 |
|  | Asset Management | Procurement Management                                       | Avik Munshi, PMP        | 6    | 4.2  |
|  |                  | Financial Planning & Analysis: Building a Company's Budget   | 365 Careers             | 1.5  | 4.2  |
|  |                  | Introduction to Financial Modeling for Beginners             | Symon He, Brandon Young | 6.5  | 4.2  |
|  |                  | Personal Financial Well-Being                                | Richard Okumoto         | 10.5 | 4.4  |
|  |                  | Financial Accounting: The Complete Introductory Crash Course | David Burrell, BComm    | 10   | 4.5  |

|  |                                   |  |                           |     |     |
|--|-----------------------------------|--|---------------------------|-----|-----|
|  | Communication (Technical Writing) | Business and Technical Writing Immersion                     | Starweaver /live          | 4.5 | 4.5 |
|  |                                   | Writing with Confidence: Writing Beginner to Writing Pro     | Clare Lynch               | 5.5 | 4.5 |
|  |                                   | Report Writing Made Simple                                   | Clare Lynch               | 1.5 | 4.3 |
|  |                                   | Business Writing for Busy People                             | Clare Lynch               | 1   | 4.3 |
|  |                                   | Write Better Emails: Tactics for Smarter Team Communication  | Hassan Osman              | 1.5 | 4.4 |
|  |                                   | Business Communication Skills: Business Writing and Grammar  | Alex Genadinik            | 11  | 4.4 |
|  |                                   | Better Business Writing Skills                               | Mark Morris               | 3.5 | 4.4 |
|  |                                   | Ninja Writing: The Four Levels of Writing Mastery            | Shani Raja                | 4.5 | 4.4 |
|  |                                   | Write Like a Boss: Master Your Business Writing Skills       | Elizabeth Goins, PhD      | 1.5 | 4.4 |
|  | Records Management                | Computer Organization and How to Organize Computer Files     | Burt Richard              | 2   | 4.4 |
|  |                                   | Decluttering – Complete Organizing, Home, Office Life Course | TJ Walker                 | 5.5 | 4.3 |
|  |                                   | Best Practices in Document Management                        | Tish Chungoora            | 1.5 | 4.3 |
|  |                                   | Project Management Fundamentals: Run projects effectively    | PracticalGrowth           | 1   | 4.3 |
|  |                                   | Account Management for Beginners                             | Catherine Gao, Erin Adams | 1   | 4.3 |



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|--|----------------------------------|--|---|-----|-----|
|  |                                  | Microsoft Excel for Project Management: Earn 5 PDUs            | Joseph Phillips                                 | 4.5 | 4.3 |
|  |                                  | Become a SuperLearner 2: Learn Speed Reading and Boost Memory  | Jonathan Levi, Lev Goldentouch                  | 5.5 | 4.5 |
| Executive Secretaries and Other Secretarial/Administrative Job Group | Communication                    | Presentation Skills: Master Confident Presentation             | Chris Croft                                     | 2   | 4.5 |
|  |                                  | Powerful Speaking  | Julian Treasure                                 | 1.5 | 4.5 |
|  |                                  | Speak Like a Pro: Public Speaking for Professionals            | Jennifer Hennings                               | 1   | 4.4 |
|  |                                  | Public Speaking and Presenting at Work                         | Joeel & Natalie Rivera, Transformation Services | 2.5 | 4.3 |
|  |                                  | Public Speaking and Communicating: Skip Theory, Master the Art | Desmond Byram                                   | 5   | 4.5 |
|  |                                  | Presentation Skills: Advanced: Speak without Reading Notes     | TJ Walker                                       | 29  | 4.3 |
|  |                                  | Giving Effective Feedback: Empower and Retain Your Employees   | Alexa Fischer                                   | 1.5 | 4.4 |
|  |                                  | Communication & Social Skills                                  | MicroLearn Ltd                                  | 0.6 | 4.4 |
|  |                                  | Assertiveness Basics: The 50 Minute Communication Guide        | Dr. Roy Naraine, Adam Naraine, Jimmy Naraine    | 1   | 4.4 |
|  |                                  | Smart Tips: Communication                                      | Deborah Grayson Riegel                          | 3   | 4.5 |
|  |                                  | How to Manage Difficult Conversations: Beginner's Guide        | Markus Amanto                                   | 1   | 4.3 |
|  |                                  | The Essentials of Feedback & Performance Management (2020)     | Davis Jones, Andy Angelos, Eazl (Official)      | 2.5 | 4.3 |
|  | Organization and time management | Time Management Mastery: Do More, Stress Less                  | Alexis Haselberger                              | 2   | 4.4 |
|  |                                  | Time and Task Management: Time Management Techniques           | Joseph Phillips                                 | 2   | 4.4 |

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|  |                                   | Practical Time Management: Personal Productivity Tools       | Piotr Nabielec                | 1.5 | 4.5 |
|  |                                   | Time Management Secrets for Busy People                      | Joel Widmer                   | 3   | 4.3 |
|  |                                   | Complete Time Management Course Raise Personal Productivity  | TJ Walker                     | 26  | 4.4 |
|  | Proofreading and document editing | Master Business Writing and Editing                          | Grant Hall                    | 3   | 4.4 |
|  |                                   | Better Business Writing Skills                               | Mark Morris                   | 3.5 | 4.4 |
|  |                                   | Report Writing Made Simple                                   | Clare Lynch                   | 1.5 | 4.3 |
|  |                                   | Punctuation Mastery  | Shani Raja                    | 2.5 | 4.5 |
|  | File Management                   | Computer Organization and How to Organize Computer Files     | Burt Richard                  | 2   | 4.4 |
|  |                                   | Decluttering – Complete Organizing, Home, Office Life Course | TJ Walker                     | 5.5 | 4.3 |
|  |                                   | Best Practices in Document Management                        | Tish Choongura                | 1.5 | 4.3 |
|  |                                   | Microsoft Excel – Data Analysis with Excel Pivot Tables      | Mavel Analytics, Chris Dutton | 7   | 4.6 |
|  |                                   | Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU  | Srikanth Shirodkar            | 9   | 4.5 |
|  |                                   | Computer Organization and How to organize Computer Files     | Burt Richard                  | 2   | 4.4 |
|  | Public Financial Management       |  |                               |     |     |
|  | A. Budgeting                      | Budgeting for Business                                       | Samantha T. Duhn              | 2.5 | 4.2 |
|  |                                   | The Complete Financial Analyst Course 2020                   | 365 Careers                   | 19  | 4.5 |
|  | B. Procurement                    | Procurement Management                                       | Avik Munshi, PMP              | 6   | 4.2 |
|  |                                   | Financial Planning & Analysis: Building A Company's Budget   | 365 Careers                   | 1.5 | 4.2 |

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|----------------|------------------------|--|---|------|-----|
| Finance Group  |                        | Introduction to Financial Modeling for Beginners               | Symon He, Brandon Young                   | 6.5  | 4.2 |
|                |                        | Personal Financial Well-Being                                  | Richard Okumoto                           | 10.5 | 4.4 |
|                | C. Accounting          | Accounting in 60 Minutes – A Brief Introduction                | Vincent Turner                            | 1.5  | 4.5 |
|                |                        | Accounting: From Beginner to Advanced!                         | Stefan Ignatovski, Ph.D.                  | 5.5  | 4.4 |
|                | D. Cash Management     | Acorns’ Guide to Personal Finance                              | Jennifer Barrett                          | 1    | 4.3 |
|                |                        | The Complete Personal Finance Course: Save, Protect, Make More | Chris Haroun                              | 16   | 4.6 |
|                | E. Auditing            | Audit – Financial Statement                                    | Robert (Bob) Steele                       | 18.5 | 4.3 |
|                |                        | Quality Management Essentials Simplified                       | Gregory Peckford                          | 0.5  | 4.2 |
|                | F. Financial Reporting | CFA Level 1 2020 – Complete Financial Reporting & Analysis     | PrepNuggets by Keith Tan                  | 8    | 4.5 |
|                |                        | Accounting & Financial Statement Analysis: Complete Training   | 365 Careers                               | 3.5  | 4.6 |
| Planning Group | G. Tax Compliance      | Fundamentals of Business Taxes                                 | Mike M.                                   | 2    | 4.5 |
|                |                        | How to Prepare Your Taxes                                      | John Crowder, EA                          | 2    | 4.6 |
|                | Project Management     | Business Skills: Email Etiquette Rules Everyone Should Know    | Jacqueline Seidel                         | 1.5  | 4.4 |
|                |                        | Agile Crash Course: Agile Project Management; Agile Delivery   | Mauricio Rubio                            | 2.5  | 4.3 |
|                |                        | Beginning Project Management: Project Management Level One     | Joseph Phillips                           | 3.5  | 4.5 |
|                | Information Technology | Microsoft Access 2016 Master Class: Beginner to Advanced       | Joe Parys, Bruce Myron, Joe Parys Support | 7.5  | 4.6 |
|                |                        | Master Microsoft Word Beginner to Advanced                     | Kyle Pew                                  | 7    | 4.7 |
|                |                        | Microsoft Excel – Excel from Beginner to Advance               | Kyle Pew, Office Newb LLC                 | 17.5 | 4.6 |

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| Education, Library and Archival Service Group |                          | Master Microsoft Powerpoint 2016 the Easy Way                | Simon Sez IT                            | 7.5  | 4.6 |
|   |                          | Creating Measures and Metrics using the ITIL 4 Framework     | Jason Dion                              | 1.5  | 4.5 |
|   |                          | Microsoft Power BI – A Complete Introduction (2020 Edition)  | Manuel Lorenz, Maximilian Schwarzmuller | 23.5 | 4.6 |
|   |                          | Introduction to Service Management with ITIL 4               | Jason Dion                              | 2    | 4.5 |
|   | Organization Development | Change Management Training: Master the Change Process        | Lecturio GmbH                           | 2    | 4.3 |
|   |                          | Change Management: Design Successful Org Change              | Impact Company                          | 1.5  | 4.3 |
|   |                          | Amazing Change Management Plan                               | Susan Tuttle                            | 1.5  | 4.2 |
|   |                          | Lean Leadership Skills, Lean Culture and Lean Management     | Lawrence M. Miller                      | 6.5  | 4.5 |
|   |                          | Strategic Planning Basics for Human Resources                | HR Jetpack                              | 1    | 4.3 |
|   |                          | CHANGE MANAGEMENT FOR ORGANIZATIONS: Drive Strategic Results | Vicki Hart                              | 1    | 4.4 |
|   |                          | Building an All in Culture with Chester Elton                | Chester Elton                           | 0.6  | 4.4 |
|   | Data Analytics           | Python for Finance: Investment Fundamentals & Data Analytics | 365 Careers                             | 8.5  | 4.5 |
|   |                          | Beginner's Guide to Data & Data Analytics, by SF Data School | Colby Schrauth, Serge Le Blanc          | 1.5  | 4.3 |
|   | Database Management      | Database Management from Scratch Part 1                      | Vignesh Sekar                           | 12   | 4.5 |
|   |                          | Database Management from Scratch Part 2                      | Vignesh Sekar                           | 9    | 4.6 |

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|                           |                                  | SQL for Beginners: Learn SQL using MySQL and Database Design      | Tim Buckalka, Jon Avis          | 8    | 4.4 |
|                           | Business Continuity Planning     | Business Continuity Management System. ISO 22301.                 | Cristian Vlad Lupa              | 2    | 4.4 |
|                           |                                  | A Brief Guide to Business Continuity and Disaster Recovery        | Michael Biocchi                 | 2    | 4.4 |
|                           | Risk Management                  | Informed Risk Taking: Risk Management Process - Analysis          | Alex Sidorenko                  | 9    | 4.1 |
|                           |                                  | ISO 31000 – Enterprise Risk Management for Profession             | Avrohom Gluck                   | 9    | 4.4 |
| Medicine and Health Group | Policy Development               | The Legal Implications of Social media in the Workplace           | Mark Addington                  | 1.5  | 4.5 |
|                           |                                  | Complete Health and Safety Auditor Course. OHSAS 18001            | Cristian Vlad Lupa              | 2.5  | 4.4 |
|                           |                                  | ISO 45001. Occupational Health & Safety Management System         | Cristian Vlad Lupa              | 2.5  | 4.4 |
|                           | Public Health Advocacy           | Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours | George Patriki                  | 12.5 | 4.5 |
|                           |                                  | Promotion of WSH Culture Development                              | Greensafe Intl., Dioworks Group | 1    | 4.3 |
|                           |                                  | Health Data 101   | Eddie Jay                       | 1    | 4.2 |
|                           |                                  | Medical Terminology   | Paul Stewart                    | 12.5 | 4.6 |
|                           |                                  | First Aid   | Arthur Jackson                  | 1    | 4.2 |
| Legal and Judiciary Group | Legal Investigation and Research | Understanding and Complying with HIPAA                            | Scott Koller                    | 0.6  | 4.4 |
|                           | Legal Writing                    | Business and Technical Writing Immersion                          | Starweaver /live                | 4.5  | 4.5 |
|                           |                                  | Writing with Confidence: Writing Beginner to Writing Pro          | Clare Lynch                     | 5.5  | 4.5 |
|                           |                                  | Report Writing Made Simple  | Clare Lynch                     | 1.5  | 4.3 |
|                           |                                  | Business Writing for Busy People                                  | Clare Lynch                     | 1    | 4.3 |

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|--|------------------------|--|---|-----|------|
|  |                        | Write Better Emails: Tactics for Smarter Team Communication    | Tyler Speegle                                   | 1.5 | 4.2  |
|  |                        | Report Writing Made Simple                                     | Clare Lynch                                     | 1.5 | 4.3  |
|  | Communication          | Presentation Skills: Master Confident Presentation             | Chris Croft                                     | 2   | 4.5  |
|  |                        | Powerful Speaking  | Julian Treasure                                 | 1.5 | 4.5  |
|  |                        | Speak Like a Pro: Public Speaking for Professionals            | Jennifer Hennings                               | 1   | 4.4  |
|  |                        | Public Speaking and Presenting at Work                         | Joeel & Natalie Rivera, Transformation Services | 2.5 | 4.3  |
|  |                        | Public Speaking and Communicating: Skip Theory, Master the Art | Desmond Byram                                   | 5   | 4.5  |
|  |                        | Presentation Skills: Advanced: Speak without Reading Notes     | TJ Walker                                       | 29  | 4.3  |
|  |                        | Giving Effective Feedback: Empower and Retain Your Employees   | Alexa Fischer                                   | 1.5 | 4.4  |
|  |                        | Communication & Social Skills                                  | MicroLearn Ltd                                  | 0.6 | 4.4  |
|  |                        | Assertiveness Basics: The 50 Minute Communication Guide        | Dr. Roy Naraine, Adam Naraine, Jimmy Naraine    | 1   | 4.4  |
|  |                        | Smart Tips: Communication                                      | Deborah Grayson Riegel                          | 3   | 4.5  |
|  |                        | How to Manage Difficult Conversations: Beginner's Guide        | Markus Amanto                                   | 1   | 4.3  |
|  |                        | The Complete Communication Skills Master For Life              | TJ Walker                                       | 31  | 4.3  |
|  |                        | Powerful Speaking  | Julian Treasure                                 | 1.5 | 4.5  |
|  | Curriculum Development | Talent Development for Leaders: Develop Your High-Potentials   | Mary Walter                                     | 1.1 | 4.25 |
|  |                        | Train the Trainer Virtual: Virtual Training Master Class       | Jason Tateak                                    | 7   | 4.2  |

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|   |                       | Introduction to Learning and Development (HR)                | Irina Ketkin                         | 2    | 4.4  |
|   |                       | Let's Create a Course in Articulate Storyline 3 / 360        | Thor Melicher                        | 3    | 4.6  |
|   |                       | Instructional Design for Classroom Training                  | Irina Ketkin                         | 2    | 4.4  |
|   |                       | The Superboss Playbook for Managers                          | Sydney Finkelstein                   | 1.4  | 4.33 |
|   |                       | Employee Training: Your Rapid Roadmap to Classroom Success   | Linda Salazar                        | 0.52 | 4.3  |
|   |                       | How to Design Effective Training Programs                    | O'Connell Advance Training Solutions | 1    | 4.2  |
|   |                       | ADDIE: Training and Development Professionals' Guide         | Sorin Dumitrascu                     | 2    | 4    |
|   |                       | Teach Online: How To Create In-Demand Online Courses         | Debbie LaChusa                       | 3.5  | 4.5  |
|   |                       | Feedback is Fuel   | Shelley Osborne                      | 0.5  | 4.24 |
|   |                       | How to Create your Course Outline: Official Udemy Course     | Udemy Instructor Team                | 1    | 4.8  |
|   |                       | Outcome Based Education (OBE) & Academic Quality Assurance   | Dr. Kamran Moosa                     | 9    | 4.6  |
|   |                       |  |                                      |      |      |
| Information, Art and Recreation Service | Learning Facilitation | Introduction to Learning and Development                     | Irina Ketkin                         | 2    | 4.4  |
|   |                       | Talent Development for Leaders: Develop Your High-Potentials | Mary Walter                          | 1.1  | 4.25 |
|   |                       | Train the Trainer Virtual: Virtual Training Master Class     | Jason Tateak                         | 7    | 4.2  |
|   |                       | Introduction to Learning and Development (HR)                | Irina Ketkin                         | 2    | 4.4  |
|   |                       | Let's Create a Course in Articulate Storyline 3 / 360        | Thor Melicher                        | 3    | 4.6  |
|   |                       | Instructional Design for Classroom Training                  | Irina Ketkin                         | 2    | 4.4  |
|   |                       | The Superboss Playbook for Managers                          | Sydney Finkelstein                   | 1.4  | 4.33 |

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|                       |               | Employee Training: Your Rapid Roadmap to Classroom Success     | Linda Salazar                                   | 0.52 | 4.3 |
|                       |               | Instructional Design for Classroom Training                    | Irina Ketkin                                    | 2    | 4.4 |
|                       |               | The Complete Train the Trainer Bootcamp (Part 1): All Levels   | Jason Teteak                                    | 5    | 4.7 |
|                       | Communication | Presentation Skills: Master Confident Presentation             | Chris Croft                                     | 2    | 4.5 |
|                       |               | Powerful Speaking  | Julian Treasure                                 | 1.5  | 4.5 |
|                       |               | Speak Like a Pro: Public Speaking for Professionals            | Jennifer Hennings                               | 1    | 4.4 |
|                       |               | Public Speaking and Presenting at Work                         | Joeel & Natalie Rivera, Transformation Services | 2.5  | 4.3 |
|                       |               | Public Speaking and Communicating: Skip Theory, Master the Art | Desmond Byram                                   | 5    | 4.5 |
|                       |               | Presentation Skills: Advanced: Speak without Reading Notes     | TJ Walker                                       | 29   | 4.3 |
|                       |               | Giving Effective Feedback: Empower and Retain Your Employees   | Alexa Fischer                                   | 1.5  | 4.4 |
|                       |               | Communication & Social Skills                                  | MicroLearn Ltd                                  | 0.6  | 4.4 |
|                       |               | Assertiveness Basics: The 50 Minute Communication Guide        | Dr. Roy Naraine, Adam Naraine, Jimmy Naraine    | 1    | 4.4 |
|                       |               | Smart Tips: Communication                                      | Deborah Grayson Riegel                          | 3    | 4.5 |
|                       |               | How to Manage Difficult Conversations: Beginner's Guide        | Markus Amanto                                   | 1    | 4.3 |
|                       |               | The Essentials of Feedback & Performance Management (2020)     | Davis Jones, Andy Angelos, Eazl (Official)      | 2.5  | 4.3 |
|                       |               | Communication Skills for Beginners                             | TJ Walker                                       | 31   | 4.2 |
| Information and Commu |               | Communication & Social Skills                                  | MicroLearn Ltd                                  | 0.6  | 4.4 |



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|   |  | Smart Tips: Communication   | Deborah Grayson Riegel                     | 3    | 4.5 |
|   |  | The Complete Communication Skills Master Class for Life           | TJ Walker                                  | 31   | 4.3 |
|   |  | Communication Fundamentals: How to Communicate Better             | Life Progression Project, Lorraine Wiseman | 1.5  | 4.4 |
|   |  | Conscious Listening   | Julian Treasure                            | 1.5  | 4.5 |
|   |  | Assertive Communication Skills Masterclass                        | Kara Ronin                                 | 3    | 4.5 |
| Architecture and Engineering Service                          | Research                                 | Statistics for Data Analysis Using Excel 2016                     | Sandeep Kumar                              | 14.5 | 4.4 |
|   |  | Statistics / Data Analysis: Survey Data and Likert Scales         | Quantitative Specialists                   | 3    | 4.3 |
|   |  | How to Write An Effective Research Paper                          | Mohammad Noori                             | 2.5  | 4.5 |
|   |  | Report Writing Made Simple  | Clare Lynch                                | 1.5  | 4.3 |
| Medicine and Health Group<br><br>Other General Services Group | Healthcare Management                    | CompTIA Healthcare IT   | Stone River eLearning                      | 4    | 4.5 |
|   | Policy Development                       | The Legal Implications of Social media in the Workplace           | Mark Addington                             | 1.5  | 4.5 |
|   |  | Complete Health and Safety Auditor Course. OHSAS 18001            | Cristian Vlad Lupa                         | 2.5  | 4.4 |
|   |  | ISO 45001. Occupational Health & Safety Management System         | Cristian Vlad Lupa                         | 2.5  | 4.4 |
|   | Public Health Advocacy                   | Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours | George Patriki                             | 12.5 | 4.5 |
|   |  | Promotion of WSH Culture Development                              | Greensafe International, Dioworks Group    | 1    | 4.3 |
|   |  | Health Data 101   | Eddie Jay                                  | 1    | 4.2 |
|   |  | Medical Terminology   | Paul Stewart                               | 12.5 | 4.6 |
|   |  | First Aid   | Arthur Jackson                             | 1    | 4.2 |
|   | Emergency Response and Crisis Management | Emergency and Life Support  | Emily Mottershead                          | 1.5  | 4.4 |

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|---|--|---|---|----------------------------------|------|
|   |  | Personal Emergency Planning<br>(Coronavirus – COVID 19 – Edition) | Kenny Media   | 8                                | 4    |
| Information, Art and<br>Recreation Service    | Graphic Designing  | Graphic Design Bootcamp:<br>Photoshop, Illustrator, InDesign      | Derrick Mitchell  | 15.5                             | 4.5  |
|   |  | Video Editing   | The Complete Graphic Design<br>Theory for Beginners Course      | Lindsay Marsh, Jeremy<br>Deighan | 6.5  |
|   | Adobe Premiere Pro CC: Learn<br>Video Editing in Premiere Pro      |   | Life Progression Project  | 3.5                              | 4.6  |
|   | The Complete Video Production<br>Bootcamp                          |   | Video School  | 9                                | 4.4  |
| Information and<br>Communication Technologies | Cyber Risk Management  | The Complete Cyber Security<br>Course: Network Security!          | Nathan House  | 12.5                             | 4.5  |
|   |  | Computer Programming  | The Absolute Beginners Guide to<br>Cyber Security 2020 – Part 1 | Alexander Oni                    | 3.5  |
|   | Java Programming Masterclass for<br>Software Developers            |   | Tim Buchalka  | 80.5                             | 4.6  |
|   | Computer Science 101: Master the<br>Theory Behind Programming      |   | Kurt Anderson   | 9                                | 4.5  |
| Architecture and<br>Engineering Service       | Architecture   | Basics of Software Architecture &<br>Design Patterns in Java      | Holczer Balazs  | 4.4                              | 4.5  |
| Other General Services<br>Group               |  | Safety Management   | Microservices Architecture – The<br>Complete Guide              | Memi Lavi                        | 5    |
|   | Decluttering – Complete<br>Organizing Home, Office, Life<br>Course |   | TJ Walker   | 5.5                              | 4.3  |
|   | Office Repairs and Maintenance                                     |   | Computer Organization and How<br>to Organize Computer Files     | Burt Richard                     | 2    |
| II. Leadership Competencies                   |  |   |   |                                  |      |
| Target Job Group                              | Target Competencies  |   |   |                                  |      |
|   | Building Collaborative and Inclusive Working<br>Relationships      | Collaboration and Emotional<br>Intelligence                       | Robin Hills   | 1.9                              | 4.39 |

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| All managerial/supervisory positions (Assistant Division Chief and Above) | Managing Performance and Coaching for Results | Mastering Collaboration: Work together for the best results  | PracticalGrowth                                     | 1   | 4.3  |
|   |   | Conscious Business: Building Collaborative & Engaged Teams   | Conscious Business Institute - Peter Matthies       | 1.1 | 4.31 |
|   |   | Diversity, Equity, and Inclusion: A Beginner's Guide         | Ulysses Smith                                       | 0.8 | 4.19 |
|   |   | Diversity & Inclusion: Building a Grassroots Foundation      | Jennifer Kim  | 1.2 | 4.29 |
|   |   | Understanding Performance Management as an HR Professional   | Christina A. Danforth                               | 1.5 | 4.4  |
|   |   | Effectively Managing Employee Performance                    | LearnSmart LLC                                      | 1.7 | 3.99 |
|   |   | Giving and Receiving Feedback for Management and Leadership  | Lawrence M. Miller                                  | 1   | 4.4  |
|   |   | Coaching Managers & Leaders for Continuous Improvement       | Lawrence M. Miller                                  | 4.4 | 4.52 |
|   |   | Talent Development for Leaders: Develop Your High-Potentials | Mary Walter   | 1.1 | 4.25 |
|   | Leading Change                                | Lean Leadership, Lean Culture & Lean Management              | Lawrence M. Miller                                  | 6.7 | 4.46 |
|   |   | Managing Change: Learn to thrive through change              | Caroline Samne                                      | 0.6 | 4.3  |
|   |   | The Ultimate Disruption Playbook with Charlene Li            | Charlene Li   | 1.4 | 4.25 |
|   | Thinking Strategically and Creatively         | Business Model Innovation: Differentiate & Grow Your Company | Pavel N.   Business Disruptors   Innovation   Video | 3.9 | 4.53 |
|   |   | Being Strategic: Thinking and Acting with Impact             | Ron Carucci   | 1.3 | 4.25 |

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|--|---|---|--|-----|------|
|  |   | Creating Team Vision, Mission & Values                      | Nancy Larocca Hedley                                   | 0.9 | 4.24 |
|  |   | Growth Mindset: The Key to Greater Confidence and Impact    | Diane Flynn  | 1   | 4.25 |
|  |   | Disciplined Dreaming: Lead Breakthrough Creativity at Work  | Josh Linkner   | 1.5 | 4.4  |
|  |   | Accelerate Innovation & Creativity, a Research based Guide! | Sivakami S.  | 3.4 | 4.61 |
|  | Creating and Nurturing a High-Performing Organization | Leadership Masterclass                                      | Marshall Goldsmith                                     | 2.3 | 4.51 |
|  |   | The Science of Leadership                                   | Gregory Caremans - Brain Academy<br>Sydney Finkelstein | 3   | 4.6  |
|  |   | Exceptional Leadership: Leading at a Higher Level           | Ron Carucci  | 1   | 4.5  |
|  |   | Goal Setting at Work: Plan for Success and Reach Your Goals | Don Hussey   | 1.4 | 4.44 |
|  |   | Goal Setting for Success: How to Set & Achieve SMART Goals  | Dr. Roy Naraine, Adam Naraine                          | 1.5 | 4.4  |
|  |   | The Superboss Playbook for Managers                         | Sydney Finkelstein                                     | 1.5 | 4.4  |
|  | Planning and Organizing for Greater Impact            | Growth Mindset: The Key to Greater Confidence and Impact    | Dianne Flynn   | 1   | 4.3  |
|  |   | Leadership Masterclass                                      | Marshall Goldsmith                                     | 2.3 | 4.51 |
|  |   | Goal Setting at Work: Plan for Success and Reach Your Goals | Leila Bulling Towne                                    | 1   | 4.5  |
|  |   | Day-to-Day Leadership that Gets Result                      | Mike Clayton   | 2   | 4.4  |

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|--|--|---|---|-----|-----|
|  |  | Success: How to Set and Achieve Goals                       | Joseph Phillips   | 1.5 | 4.5 |
|  | Other Leadership Skills Essential in Adapting to the New Normal<br><i>example:</i> |   |   |     |     |
|  | <ul style="list-style-type: none"> <li>Leading Remote Teams</li> </ul>             | Leading Virtual Teams - A Quick Course                      | Lawrence M. Miller                                      | 2   | 4.4 |
|  |  | Form Your Virtual Team and Lead Your Virtual Team           | Eleventure Team   | 1   | 4.3 |
|  | <ul style="list-style-type: none"> <li>Managing Teams Remotely</li> </ul>          | How to Manage & Influence Your Virtual Team                 | Hassan Osman  | 4.4 | 3   |
|  |  | Team Leadership and Management Skills 2020 – LEAN TEAM KATA | Lawrence M. Miller, Institute for Leadership Excellence | 14  | 4.6 |
|  | <ul style="list-style-type: none"> <li>Crisis Management</li> </ul>                | Fundamentals of Business Crisis Management                  | LearnSmart LLC  | 1.5 | 4.3 |
|  |  | Productivity and Time Management for the Overwhelmed        | Josh Paulsen  | 2   | 4.4 |

*(Purpose: Request for corresponding available courses within Udemy for Government, with link for course description and duration per course)*