



NEOGOV Learn Course Catalog

May 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
De-Escalation for Public-Facing Employees
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
Public Speaking
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***
Environmental Justice
Intersectionality in the Workplace
Leading An Employee Resource Group
Managing a Generationally Diverse Team

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



Navigating Generational Diversity in the Workplace
Neurodiversity 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

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



Emergency Leave Under the FFCRA
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***
Mandatory Reporting for Elder Abuse

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***

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



Transition to Remote Teaching for Higher Education
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)
Addressing Substance Abuse Issues in the Workplace for Employees
Addressing Substance Abuse Issues in the Workplace for Supervisors
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

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



Lockout/Tagout Safety: Comprehensive
Machine Guarding
Material Handling and Storage
New Employee Safety Orientation
Occupational Disease Prevention for Firefighters
Office Safety
OSHA Investigations and Inspections
OSHA Recording and Reporting
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-
19
Waste Management
Welding, Cutting & Brazing Safety
Whole Health: A Well-Rounded Exercise
Routine
Whole Health: Am I at Risk for Diabetes?
Whole Health: Am I Getting the Right Nutrition?
Whole Health: Brain Health
Whole Health: Dental Care
Whole Health: Good Sleep Habits
Whole Health: Maintain a Strong & Healthy Back
Whole Health: Preventive Care
Whole Health: Self-Awareness About Drinking
Whole Health: Techniques to Manage Stress
Whole Health: The 3 Biggest Myths About
Smoking
Wildfire Smoke Safety
Work Zone Safety
Working Outdoors in Warm Weather
Working Outdoors in Warm Weather for Camp
Employees
Workplace Allergies & Sensitivities for
Employees***
Workplace Ergonomics
Workplace Violence Prevention

Higher Ed

Anti-Bullying Supervisor Training for Higher Ed
Cyberbullying Awareness & Prevention for
Higher Education
De-Escalation for Higher Education
EEO Laws for Higher Ed: An Introduction
EEO Laws for Higher Ed: Age Discrimination in
Employment Act

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



EEO Laws for Higher Ed: Equal Pay Act of 1963
EEO Laws for Higher Ed: Genetic Information
Nondiscrimination Act
EEO Laws for Higher Ed: Pregnancy
Discrimination Act
EEO Laws for Higher Ed: Supervisor
Responsibilities
EEO Laws for Higher Ed: Title I of the ADA
EEO Laws for Higher Ed: Title VII of the Civil
Rights Act
RISE Up Against Workplace Bullying in Higher
Ed

Human Capital

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

Writing Inclusive Job Descriptions
Writing Unbiased Interview Questions for
Supervisors

IFMK Law

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

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

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators



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

Wellness

Better Sleep Strategies
Cultivating Compassion
Managing Burnout
The Difference Between Stress and Anxiety

* Meets the IL Workplace Transparency Act requirements

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

*** Meets SHRM requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators

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

* Meets the Illinois Workplace Transparency Act Requirement

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

*** Meets SHRM continuing education requirements

**** Meets IL EPA continuing education requirements for Wastewater & Drinking Water Operators