

ACWA JPIA

| *Online Course Catalog*



ONLINE COURSE CATALOG: TABLE OF CONTENTS

Vector Solutions delivers employee training that helps public entities mitigate risk, reduce claims and save money.

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BUSINESS SKILLS

>> COMMUNICATION

- Better Business Writing
- Brain Bites - Email Management
- Business Communication Fundamentals
- Effective Presentation Skills
- Email Etiquette
- Get It Done: Managing Email
- Get It Done: Sharing Calendars
- Giving Feedback that Gets Results
- Powerful Presentations
- Successful Negotiation
- The Art of Negotiation

>> COMMUNICATING UP

- Communicating to Your Manager
- Your Manager's Communication Style
- Your Path to Communicating Up
- Mastering Communicating Up
- Communicating Up Health Check

>> COMPUTER SKILLS

- Strategic Brand Management

>> CONFLICT RESOLUTION

- Conflict Resolution

>> RESOLVING CONFLICTS

- Know Your Conflict Behavior
- Identifying Conflict Behaviors
- Your Path to Resolving Conflicts
- Mastering Resolving Conflicts
- Resolving Conflicts Health Check

>> FINANCE

- Basic Business Finance
- Financial Management 1: Negotiating Contracts
- Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid
- Financial Management 4: Accounting & Cash
- Financial Management 5: Strategic Planning & Budgeting
- Financial Management 6 & 7: Financial Controls, Monitoring Project Budgeting
- Financial Management 8: Controlling Labor Costs
- Financial Management 9: Purchasing

>> GENERAL

- An Entrepreneur's Guide to Networking
- Business Dining Etiquette
- Brain Bites - Organizing Your Files
- Company Layoffs and Downsizing
- Critical Thinking and Problem Solving
- Discrimination Prevention
- Discrimination in the Workplace
- Energy Management: Exercise, and Safety
- Everyone is a Leader
- Facilitating Meetings and Groups
- Get SMARTER with Goals
- Healthy Practices: Nutrition, Exercise, and Safety
- Interviewing Skills for Employees
- It's my Job! Career Growth
- Making Humor Work at Work
- Managing Stress at Work
- Managing Up: Strengthening Relationships
- Meetings That Get Results
- The Change Process
- The Power of One - Taking Accountability
- The Power of Vision
- Work Life Balance

>> BUSINESS EXECUTION

- Execution Strategies
- Inspiring Excellence
- Turning Ideas into Actions

>> IMPROVING WORK HABITS

- Performance Issue or Poor Work Habit?
- Describing the Work Habit
- Keep Ownership with the Team Member
- Empathizing
- Your Path to Improving Work Habits
- Mastering Improving Work Habits
- Improving Work Habits Health Check

>> SUPPORTING CHANGE

- The 3 Phases of Change
- Reactions to Change
- Your Path to Supporting Change
- Mastering Supporting Change
- Supporting Change Health Check

>> HEALTH & WELLNESS

- Smart Health: Sleeping - How to Ensure You Are Well-Rested & Energized

>> LEADERSHIP

- A Leaders Guide to Decision Making
- Advanced Management Skills
- An Effective Leader's Guide to Time Management
- Building Leadership Capability
- Creating a Code of Conduct
- Effective Delegation Overview
- Lead with Strengths
- Negativity in the Workplace
- Transition to Leadership

>> BASICS OF LEADERSHIP

- Leadership Challenges
- Corporate Culture Changes
- Keeping Employees Energized
- Knowledge Management
- Elements of Change
- Leadership Dynamics

>> COMMUNICATION ESSENTIALS

- Empowering Leadership
- Craft Clear and Concise Messages
- Team Member Messages
- Listening
- Nonverbal Behavior
- Impactful Feedback
- Mastering Essential Skills of Communicating

>> EFFECTIVE DELEGATION

- What to Delegate
- Issues in Delegating
- Your Path to Delegating
- Mastering Delegating
- Delegating Health Check

>> LEADERSHIP ESSENTIALS

- The Work of Leaders
- Focus on Behavior
- Enhance Self-Esteem
- Encourage Participation
- Lead Effective Meetings
- Mastering Essential Skills of Leadership
- Essential Skills of Leadership Health Check

>> MANAGING PEOPLE

- Appraising Performance
- Coaching with Confidence
- Developing Your Leadership Style
- Employee Discipline

- Fundamentals of Business Crisis Management
- Internet and Computer Policy
- Managing Contractors and Temporary Employees
- Managing Technical Professionals
- Motivating Employees
- Rewarding Peak Performers

>> COACHING JOB SKILLS

- Determining Training or Coaching
- Your Path to Training New Skills
- Your Path to Coaching Existing Skills
- Mastering Training New Skills
- Mastering Coaching Existing Skills
- Health Check

>> DEVELOPING PERFORMANCE GOALS & STANDARDS

- The Value of Planning
- Creating Performance Standards
- Your Path to Developing Performance Goals and Standards
- Mastering Developing Performance Goals and Standards
- Developing Performance Goals and Standards Health Check

>> EFFECTIVE DISCIPLINE

- Taking Disciplinary Action
- The Disciplinary Process and Documentation
- Responding to Team Member Reactions
- Your Path to Effective Discipline
- Mastering Effective Discipline
- Effective Discipline Health Check

>> IT PRO TO MANAGER

- Managing the Development of Technical Professionals
- Successful Communication and Process Management Skills
- Developing Leadership and Transitioning into Management

>> MANAGEMENT

- Active Shooter and Other Acts of Targeted Violence
- Diversity, Equity and Inclusion: Skills for Managers
- Diversity, Equity and Inclusion: Skills for Employees
- Employee or Independent Contractor: The Risk of Misclassification of Employees
- Essentials of I-9 Compliance
- Managing Generation X
- Managing a Millennial
- Pricing as a Professional
- The Risk of Misclassification of Employees & Essentials of I-9 Compliance (RV-PGM144)

>> MANAGEMENT 101

- Introduction to Management
- Leading and Communicating as a Manager
- Making an Impact as a Manager
- Taking Control as a Manager

>> MANAGING COMPLAINTS

- The Difficulties of Managing Complaints
- Handling Complaints Using Active Listening
- Your Path to Managing Complaints
- Mastering Managing Complaints
- Managing Complaints Health Check

>> MULTIGENERATION MANAGEMENT

- Workforce Generations
- Leading Silents and Boomers
- Multi-Generational Leadership (GenX and Next)
- Cross-Generational Teams
- Developing Generations

>> PERFORMANCE MANAGEMENT

- Preventing Problems
- Identifying Problems and Causes
- Feedback and Counseling
- Disciplining Problem Performance

>> PROVIDING PERFORMANCE FEEDBACK

- The Power of Performance Feedback
- Providing Verbal Performance Feedback
- Providing Written Performance Feedback
- Your Path to Providing Performance Feedback
- Mastering Providing Performance Feedback
- Providing Performance Feedback Health Check



CYBERSECURITY

>> CYBER AWARENESS

- Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture
- Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning
- Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

>> SECURITY

- Browser Security Basics
- Cybersecurity Overview
- Email and Messaging Safety
- Password Security Basics
- Protection Against Malware



DIVERSITY, EQUITY, AND INCLUSION (DE&I)

>> DIVERSITY, EQUITY, AND INCLUSION (DE&I)

- Diversity, Equity, and Inclusion (DE&I)



HUMAN RESOURCES

>> HUMAN RESOURCES

- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- BSOTS: Physical Security and Crime Prevention
- Child Abuse: Mandated Reporter Training for California (EDU)
- Computer Security Awareness
- Customer Service
- Diversity, Equity & Inclusion: Skills for Managers
- Diversity, Equity & Inclusion: Skills for Employees
- Drug-Free Workplace
- Ethics in the Workplace
- FERPA: Protecting Student Privacy (EDU)
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- Introduction to Understanding the Basics of LGBT Identities (EDU)
- Introduction to Understanding the Rights of LGBT Students (EDU)
- Maintaining Professional Staff/Student Boundaries (EDU)
- Managing Difficult Behaviors (EDU)
- Office Safety
- Peace Officer De-escalation: Introduction to Basic Concepts
- Preventing Cyberbullying (EDU)
- Preventing Sexual Harassment: Students (EDU)
- Proper Use of Seclusion and Restraint (EDU)
- Recognizing and Preventing Youth Suicide (EDU)
- Red Flag Rules (Identity Theft Protection)
- Sexual Harassment Awareness
- Sexual Misconduct in Schools (EDU)
- Spanish Version - Mandated Reporter Training for California (EDU)
- Supervision and Oversight of Students (EDU)
- Targeted Violence Considerations
- Techniques for De-Escalation (EDU)
- Title IX and Sexual Misconduct for K-12 (EDU)
- Title IX in Higher Education: Sexual Misconduct (EDU)
- Unconscious Bias
- Workplace Bullying
- Workplace De-Escalation
- Workplace Diversity
- Workplace Stress
- Workplace Violence

>> EMPLOYMENT PRACTICES FOR SUPERVISORS

- Anger, Violence, and Conflict in the Workplace
- California Local Agency Ethics (AB1234)
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers: Conducting an Interview
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Understanding Employee Leave
- Leading Engaging Zoom Meetings
- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Personnel Selection for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Sexual Harassment Prevention for Supervisors (California AB 1825)
- Successful Hiring
- Successful Termination

>> CALIFORNIA STATE MANDATED TRAINING

- Anti-Harassment Training for All Employees – California (SB1343)
- SPANISH Anti-Harassment Training for All Employees – California'
- SPANISH - Anti-Harassment Training for Supervisors and Managers – California
- Child Abuse: Mandated Reporter Training (EDU)
- Anti-Harassment Training for All Employees - Non-State Specific
- CA Local Agency Ethics (AB 1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)



MOTOR VEHICLE SAFETY

>> DRIVER TRAINING

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Bus Drivers: Ergonomics and Avoiding Injury (EDU)
- Bus Drivers: Evacuating Students with Special Needs (EDU)
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway Driving
- Impaired Driving
- Intersection Safety
- Passenger Van Safety
- Safe Backing
- Safe Use of Utility Vehicles (EDU)
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Small Vehicle/Forward Motion and Backing Combo
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

>> LARGE VEHICLE DRIVER TRAINING

- Accidents & Emergencies for Large Vehicle Operators
- Adjusting to Changing Conditions for Large Vehicle Operators
- Aggressive Driving for Large Vehicle Drivers
- Bucket/Boom Truck Safety and Operation
- Dangers of Speeding for Large Vehicle Drivers
- Defensive Driving Strategies for Large Vehicle Drivers
- Distracted Driving for Large Vehicle Drivers
- Driver Safety Orientation for Large Vehicle Drivers
- Impaired Driving for Large Vehicle Drivers
- Intersection Safety for Large Vehicle Drivers
- Large Vehicle Characteristics
- Safe Backing for Large Vehicle Drivers
- Seat Belt & Airbag Safety for Large Vehicle Drivers
- Securing Materials for Transportation for Large Vehicle Drivers

- Sharing the Road for Large Vehicle Drivers
- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Drivers

>> SPECIAL EDUCATION TRANSPORTATION

- Special Education Transportation: Handling Needs on Mixed Buses (EDU)
- Special Education Transportation: Laws and Regulations (EDU)
- Special Education Transportation: Lifts and Mobility Equipment (EDU)
- Special Education Transportation: Transportation Problems (EDU)
- Special Education Transportation: Types of Disabilities and Special Needs (EDU)

>> SUPERVISOR TRAINING

- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Motor Vehicle Personnel Selection for Supervisors



OFFICE PRODUCTIVITY

>> ACCOUNTING

- Mastering QuickBooks Online 2018

>> DATABASE

- SharePoint for Site Owners
- SharePoint Online Basics

>> DESKTOP APPLICATIONS

- Adobe Acrobat DC Essentials
- Gmail Essentials
- Gmail Essentials 2015
- Intro to SharePoint
- LS: Google Presentations 01: Getting Started, Fundamentals, Formatting Text & Drawing Options
- LS: Google Presentations 02: Media and Tables, Animating Slides, Collaboration and Distribution
- Mastering QuickBooks Desktop 2018
- Mastering QuickBooks Online
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- OneDrive Essentials (2016)
- OneDrive Essentials (2021)
- Outlook Online Essentials
- Outlook Online Essentials (2018)
- Outlook Web Access Essentials (2016)
- Power BI Essentials
- QuickBooks Essentials 2013
- Secrets of the Office Guru
- Skype for Business Essentials
- What's New in Office 2016?

>> MICROSOFT ACCESS

- Mastering Access 2016, Basics
- Mastering Access 2016, Intermediate
- MS Access 2013 01: Working with Databases
- MS Access 2013 02: Creating, Modifying, and Managing Tables
- MS Access 2013 03: Working with Forms
- MS Access 2013 04: Working with Queries
- MS Access 2013 05: Sharing and Protecting Your Data

>> MICROSOFT PROJECT

- Microsoft Project 2013 Essentials Training
- Microsoft Project 2016 Essentials Training
- Microsoft Project 2016 Intermediate Training

>> EXCEL

- Excel Basics for Mac
- Excel: Creating Dashboards
- Excel: Introduction to PowerPivot
- Excel: Power Functions
- Excel for Project Management
- What's New in Excel 2019
- Mastering Excel 2019 – Basics
- Mastering Excel 2019 – Intermediate

- Mastering Excel 2019 - Advanced
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate

>> OUTLOOK

- Mastering Outlook 2019 – Advanced
- Mastering Outlook 2019 - Basics
- Mastering Outlook 2016
- Mastering Outlook 2016 Advanced
- Mastering Outlook 2016 Basics
- MS Outlook 2013 01: Getting Started
- MS Outlook 2013 02: Message and Contact Management
- MS Outlook 2013 03: Time and Task Management

>> OFFICE 365

- Microsoft Forms Essentials
- Mastering Microsoft Teams (2019)
- Mastering Office 365
- Mastering Office 365 (2018)
- Mastering Office 365 (2020)
- Microsoft Teams Essentials
- Office 365 Essentials
- Office 365 Groups Essentials
- Office 365 Planner Essentials
- OneNote for Windows 10 Essentials

>> POWERPOINT

- LS: MS PowerPoint 2007 01: Introduction, Navigation, Themes, Text, Slide Masters
- LS: MS PowerPoint 2013 01: The Basics of PowerPoint
- LS: MS PowerPoint 2013 03: Customizing Presentations
- Mastering PowerPoint 2019 – Basics
- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- Power Up PowerPoint
- What's New in PowerPoint 2019

>> WORD

- LS: MS Word 2013 01: The Basics
- LS: MS Word 2013 02: Formatting
- LS: MS Word 2013 03: Advanced Options
- Mastering Word 2019 – Basics
- Mastering Word 2019 - Intermediate
- Mastering Word 2019 - Advanced
- Mastering Word 2016
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- Mastering Word 2016 Advanced
- What's New in Word 2019

>> OPERATING SYSTEMS

- MS Windows 8: An Introduction
- Windows 8.1 Essentials
- Windows 10 Essentials



OSHA & COMPLIANCE

>> COVID-19 TRAINING COURSES

- Coronavirus 101: What You Need to Know
- Coronavirus 102: Preparing Your Household
- Coronavirus 103: Managing Stress and Anxiety
- Coronavirus 104: Transitioning to a Remote Workforce
- Coronavirus 105: Cleaning & Disinfecting Common Spaces
- Coronavirus 106: CDC Guidelines for Using Cloth Masks
- Coronavirus 107: Reopening Your Organization
- Coronavirus 108: The Basics of Vaccines
- Coronavirus 109 – What You Should Know about Variants

>> COMPLIANCE

- ADA Compliance in Business
- Cal/OSHA Log 300
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- Sexual Harassment Awareness
- Sexual Harassment Prevention: Quick Refresh
- Workplace Diversity

>> OCCUPATIONAL HEALTH & SAFETY

- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Anhydrous Ammonia Awareness
- Asbestos Awareness
- Avoiding Slips, Trips, and Falls (EDU)
- Back Injury Prevention
- Bloodborne Pathogens
- Bloodborne Pathogens Safety
- Bloodborne Pathogens Safety for Nurses
- Breaking Up Student Fights (EDU)
- Building Evacuation and Emergencies
- Combustible Dust
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Computer Security Awareness (EDU)
- Confined-Space Entry
- Confined Space Entry - Permit Required
- CPR Academic

- Crossing Guard Safety (EDU)
- Crystalline Silica Awareness
- Diet & Nutrition
- Disaster Preparedness
- DOT Hazmat - General Awareness
- Driving Safety
- Drug-Free Workplace
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fall Prevention and Protection - General Industry
- Fire Prevention Safety
- Fire Prevention Safety (EDU)
- Flagger and Cone Safety
- Flammable and Combustible Liquids
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- Hand Safety
- Hazard Communication
- Hazard Communication GHS
- Hazardous Material Identification and Spill Prevention
- Hazardous Material Identification and Spill Prevention (EDU)
- HAZMAT Transportation
- Heat Exchanger Basics
- Health & Wellness
- Hearing Conservation
- Hearing Conservation (EDU)
- HIV/AIDS Awareness
- Hot Work Safety
- Hydraulic Fluid Safety
- Hydrogen Sulfide Awareness
- Incident Investigation
- Indoor Air Quality
- Incident Investigation (EDU)

- Industrial Ergonomics
- Introduction to OSHA
- Laboratory Safety
- Ladder Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- LS: Introduction to Industrial Hygiene
- Lock-Out / Tag-Out
- Lockout Tagout for Authorized Employees
- Machine Guarding
- Materials Handling, Storage, Use & Disposal
- Office Safety
- Personal Protective Equipment
- Playground Safety (EDU)
- Playground Supervision (EDU)
- Principal's Recognition of Hazards on a School Campus (EDU)
- Proper Lifting (EDU)
- Proper Lifting Library Operations (EDU)
- Radiation Safety
- RedVector - Arc Flash Hazard Analysis
- RedVector - Electrical and Arc Flash Hazards
- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Legionella Prevention and Control
- RedVector – Eye and Face Protection
- RedVector – EHS Regulatory Overview
- RedVector – Triethylaluminium Safety Awareness
- RedVector – Ethylene Oxide Safety
- RedVector – Exit Routes, Emergency Action Plans & Fire Prevention Plans
- RedVector – Introduction to Powered Industrial Trucks
- Respiratory Protection
- Risk Assessment Analysis
- Safety Management: Incident Investigation
- Safety Management: OSHA Recordkeeping
- Safety Showers and Eye Washes
- School Bullying (EDU)
- School Bus Behavior and Discipline (EDU)
- School Shooting Awareness (EDU)
- School Violence and Weapons (EDU)
- Student Concussions (EDU)
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures

- Working in Extreme Temperatures (EDU)
- Workplace Violence (EDU)
- Workplace Bullying
- Workplace Diversity for Nurses
- Workplace Stress
- Workplace Violence

>> PROCESS SAFETY MANAGEMENT

- Process Safety Management (PSM): 1910.119 Overview and Auditing
- Process Safety Management (PSM): An Overview
- Process Safety Management (PSM): Compliance Audits
- Process Safety Management (PSM): Contractors
- Process Safety Management (PSM): Emergency Planning & Response
- Process Safety Management (PSM): Employee Participation
- Process Safety Management (PSM): Hot Work Permits
- Process Safety Management (PSM): Incident Investigations
- Process Safety Management (PSM): Management of Change
- Process Safety Management (PSM): Mechanical Integrity
- Process Safety Management (PSM): Operating Procedures
- Process Safety Management (PSM): Pre-Startup Safety Review
- Process Safety Management (PSM): Process Hazard Analysis
- Process Safety Management (PSM): Process Safety Information
- Process Safety Management (PSM): Trade Secrets
- Process Safety Management (PSM): Training

>> SAFETY & COMPLIANCE

- Liability in Sports (EDU)
- Asbestos Safety (EDU)
- Athletes and Sudden Cardiac Arrest (EDU)
- Safety in the Science Lab (EDU)
- Science Laboratory: Chemical Spill Safety (EDU)
- California Integrated Pest Management (EDU)
- Everyday Safety in Classrooms (EDU)
- Planning for an Emergency (EDU)
- Student Safety Restraint Systems (EDU)
- Wheelchair Securement and Safety (EDU)
- Working in Extreme Temperatures: Heat Illness Prevention (EDU)
- Working in Extreme Temperatures: Working in Cold Climates (EDU)



PROJECT MANAGEMENT

>> ADVANCED PROJECT MANAGEMENT

- Advanced Project Management: Advanced Project Risk Management
- Advanced Project Management: Advanced Project Scheduling
- Advanced Project Management: Converting Strategy Into Action
- Advanced Project Management: Executing Complex Programs
- Advanced Project Management: Integrated Project Delivery
- Advanced Project Management: Managing Project Teams
- Advanced Project Management: Project Management in a Dynamic Environment
- Advanced Project Management: Project Performance Management
- Advanced Project Management: Sustainability in Project Management
- Advanced Project Management: The Power of Project Leadership
- Advanced Project Management: Understanding the Project, Program, and Portfolio Architecture

>> AGILE

- Project Management - Agile 01: Series Overview
- Project Management - Agile 02: Traditional vs. Agile Project Management
- Project Management - Agile 03: Manifesto Principles 1 - 6
- Project Management - Agile 04: Manifesto Principles 7-12
- Project Management - Agile 05: Scrum and XP Methods
- Project Management - Agile 06: Other Agile Methods
- Project Management - Agile 07: Value Driven Development
- Project Management - Agile 08: Prioritization and Risk Management
- Project Management - Agile 09: Planning Agile Projects
- Project Management - Agile 10: Estimation
- Project Management - Agile 11: Managing Projects
- Project Management - Agile 12: Adaptive Planning and Design
- Project Management - Agile 13: Soft Skills and Leadership
- Project Management - Agile 14: Team Formation and Boosting Team Performance
- Project Management - Agile 15: Stakeholder Engagement
- Project Management - Agile 16: Communication in Projects
- Project Management - Agile 17: Problem Detection, Metrics, and Resolution
- Project Management - Agile 18: Quality and Earned Value Management

- Project Management - Agile 19: Continual Improvement
- Project Management - Agile 20: PMI Code of Conduct
- Project Management - Agile 21: PMI Agile Certified Practitioner (PMI-ACP)[®] Exam Prep
- Project Management - Agile 22: Test Me - PMI Agile Certified Practitioner Exam (PMI-ACP)[®]

>> LS PROJECT MANAGEMENT

- LS: Project Management 01: Overview
- LS: Project Management 02: Managing Projects within Organizations
- LS: Project Management 03: Process Groups
- LS: Project Management 04: Execution, Monitoring and Controlling
- LS: Project Management 05: Project Change Control and Closure
- LS: Project Management 06: Initiation Basics, Developing a Project Charter and Plan
- LS: Project Management 07: Collecting Requirements and Defining Scope
- LS: Project Management 08: Monitor and Control Project Scope
- LS: Project Management 09: Defining and Sequencing Project Activities
- LS: Project Management 10: Developing and Controlling the Project Schedule
- LS: Project Management 11: Estimating Activity Resources and Durations
- LS: Project Management 12: Controlling Costs
- LS: Project Management 13: Estimating & Budgeting Project Costs
- LS: Project Management 14: Project Quality Planning
- LS: Project Management 15: Quality Assurance and Cost Control
- LS: Project Management 16: Managing Projects for Human Resources
- LS: Project Management 17: Planning Projects for Human Resources
- LS: Project Management 18: Processes for Managing Project Communications
- LS: Project Management 19: Stakeholders and the Communication Management Plan
- LS: Project Management 20: Identifying Project Risks
- LS: Project Management 21: Performing Risk Analysis
- LS: Project Management 22: Risk Management Planning
- LS: Project Management 23: Risk Response, Monitor and Control
- LS: Project Management 24: Managing Procurement During Your Project

- LS: Project Management 25: Planning Procurement for Your Project
- LS: Project Management 26: Stakeholder Identification and Planning
- LS: Project Management 27: Project Stakeholder Engagement and Communication
- LS: Project Management 28: PMI® Certification Requirements
- LS: Project Management 29: Test Me - Project Management Professional (PMP)®
- LS: Project Management 30: Project Management Professional (PMP)® 2016 Exam Updates

>> TRADITIONAL

- Keys to On-Time, On-Budget Results
- PMBOK® Guide - Sixth Edition: 01-Project Management Overview
- PMBOK® Guide - Sixth Edition: 02-Managing Projects within Organizations
- PMBOK® Guide - Sixth Edition: 03-Project Management Process Groups
- PMBOK® Guide - Sixth Edition: 04-Execution, Monitoring and Controlling
- PMBOK® Guide - Sixth Edition: 05-Project Change Control and Closure
- PMBOK® Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan
- PMBOK® Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope
- PMBOK® Guide - Sixth Edition: 08-Monitor and Control Project Scope
- PMBOK® Guide - Sixth Edition: 09-Defining and Sequencing Project Activities
- PMBOK® Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule
- PMBOK® Guide - Sixth Edition: 11-Estimating Activity Resources and Duration
- PMBOK® Guide - Sixth Edition: 12-Controlling Costs
- PMBOK® Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs
- PMBOK® Guide - Sixth Edition: 14-Project Quality Planning
- PMBOK® Guide - Sixth Edition: 15-Quality Assurance and Cost Control
- PMBOK® Guide - Sixth Edition: 16-Managing Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 17-Planning Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 18-Processes for Managing Project Communications
- PMBOK® Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan
- PMBOK® Guide - Sixth Edition: 20-Identifying Project Risks
- PMBOK® Guide - Sixth Edition: 21-Performing Risk Analysis
- PMBOK® Guide - Sixth Edition: 22-Risk Management Planning
- PMBOK® Guide - Sixth Edition: 23-Risk Response, Monitor and Control

- PMBOK® Guide - Sixth Edition: 24-Managing Procurement During Your Project
- PMBOK® Guide - Sixth Edition: 25-Planning Procurement for Your Project
- PMBOK® Guide - Sixth Edition: 26-Stakeholder Identification and Planning
- PMBOK® Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication
- PMBOK® Guide - Sixth Edition: Test Me-Project Management Professional (PMP)®

>> ULTIMATE PROJECT MANAGER

- The Ultimate Project Manager, Chapter 01: Today's Project Manager
- The Ultimate Project Manager, Chapter 02: Marketing And Proposals
- The Ultimate Project Manager, Chapter 03: The Contract Agreement
- The Ultimate Project Manager, Chapter 04: The Project Management Plan
- The Ultimate Project Manager, Chapter 05: The Project Schedule
- The Ultimate Project Manager, Chapter 06: The Project Budget
- The Ultimate Project Manager, Chapter 07: Leading The Project Team
- The Ultimate Project Manager, Chapter 08: Managing Client Relationships
- The Ultimate Project Manager, Chapter 09: Developing Effective Communications
- The Ultimate Project Manager, Chapter 10: The Project Startup
- The Ultimate Project Manager, Chapter 11: Managing Your Time
- The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager, Chapter 14: Managing Project Quality
- The Ultimate Project Manager, Chapter 15: Managing Project Risks
- The Ultimate Project Manager, Chapter 16: Project Financial Management
- The Ultimate Project Manager, Chapter 17: Project Management And Design Technology
- The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager, Chapter 19: Project Closeout
- The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data
- The Ultimate Project Manager, Series Summary: The Short and Sweet Version



SMARTTEAM - PROFESSIONAL DEVELOPMENT

>> CERTIFICATE PROGRAM

Comprehensive Sales Program

Discusses how to approach cold calls, create winning phone scripts, how to identify qualified prospects and most importantly how to close the sale. Additionally, you'll get a course on B2B sales as well as a course on the complete sales cycle.

- Smart Sales 1: Understanding the Psychology of Sales
- Smart Sales 2: Identifying the Decision Maker & Setting Appointments
- Smart Sales 3: Securing Appointments & Advancing the Sale
- Smart Sales 4: Overcoming Objections & Closing the Sale
- Smart Sales 5: Business-to-Business Sales
- Smart Sales 6: The Sales Cycle

Manager Essentials

Helps every manager master the essentials, including how to motivate and inspire every member of a team to increase productivity, morale, and ultimately the success of your business.

- Smart Management: The Art & Science of Delegation
- Smart Workplaces: Putting Your People First (Personnel Administration)
- Smart Management: Methods for Motivating Your Team

Quality Essentials

Provides an overview on how to build quality awareness, move on to systematic problem solving and conclude with process improvement. Our Quality Essentials Certificate is a must have for all team members and will help all levels of the organization improve quality, whether you are a frontline team member or the CEO.

- Smart Quality: Building Quality Awareness
- Smart Quality: Systematic Problem Solving
- Smart Quality: Process Improvement

>> COMMUNICATION

In today's business world, e-mails, proposals, and reports are important forms of business communication. These interactive online courses educate employees on communication best practices in a professional setting.

Smart Business Writing

- 4 Stages to Writing Your Best
- How to Write Powerful & Persuasive Emails
- Short, Sweet and To-the-Point Reports
- Tackling the Technical Proposal
- Writing Effective Emails

>> COMPUTER SKILLS

Effectively operating Microsoft Office programs (i.e. Word, Excel, PowerPoint, and Outlook) is important in a professional work environment. These courses educate employees on various programs and provide lessons on how to implement new skills.

>> CUSTOMER SERVICE

In customer service, employees are representative of a business. That's why it's important for employees to represent to the company professionally. These interactive courses are designed to help employees understand how to provide exceptional customer service.

- 3 Steps to Successful Customer Interaction
- Courtesies, Attitude, and Ethics
- Effective Verbal and Nonverbal Communication
- Handling Customer Complaints
- Listening for Understanding

>> FINANCE

A detailed budget helps an organization determine its financial position and where it needs to go in the future. Vector Solutions' interactive online courses help organizations establish and maintain a budget that works for you.

- Creating a Budget that Works for You

>> HEALTH & WELLNESS

Vector Solutions' Health & Wellness courses are designed to educate employees on health and wellness. This curriculum contains titles in safety, health, and mental health covering fundamental information to improve lifestyles and performance of employees.

Smart Health

- Best Practices to Help You Quit Smoking
- Child Nutrition - How to Avoid/Prevent Childhood Obesity
- Drinking Responsibly
- Eating Right
- HIPAA Privacy Standards for Everyone
- Managing Your Cholesterol and Blood Pressure
- Physical Fitness – Choosing an Exercise Plan That's Right for You
- Proper Posture and Breathing
- Yoga & Meditation - Finding your Inner Chi

Smart Mental Health

- Core Values and Finding a Purpose in Life
- Goal Setting and Visualization Techniques

- Happiness is a Choice - Keys to Living a Joyful Life
- Keys to Successful Parenting
- Managing Anger and Emotions
- Mastering Marriage
- Reducing Stress and Anxiety
- Surviving and Thriving After Divorce

>> LEADERSHIP

Leadership development is ultimately self-development, and this series of courses will help leaders in your organization meet that daily challenge. This series inspires leaders to create a workplace that rejoices in celebration and encourages the best efforts from everyone.

- Part 1 - What Leaders Do
- Part 2 - Model the Way
- Part 3 - Inspire a Shared Vision
- Part 4 - Challenge the Process
- Part 5 - Enable Others to Act
- Part 6 - Encourage the Heart

>> MANAGEMENT

These online courses cover important management topics. Vector Solutions' interactive Management courses are designed to help one gain a general knowledge of various techniques required to interact with co-workers, supervisors, managers, clients, and vendors.

Smart Office

- Outlook 2010 Essential Training
- Outlook 2010 Essential Training II
- QuickBooks 2010 Essential Training

Business Essentials

- Coaching for Better Performance
- Data Security
- Discrimination in the Workplace for Managers
- Effective Performance Review Practices
- Equal Employment Opportunity and Diversity for Managers
- Getting the Most out of a Multigenerational Workforce
- Hiring the Right Talent - Customer Service
- Hiring the Right Talent - Sales
- How to Handle Workplace Challenges
- Key Skills for Managing & Coaching Your Team
- Lawful Employee Discipline
- Lawful Hiring Practices
- Lawful Termination Practices
- Managing a Geographically Distributed Workforce
- Methods for Motivating and Mentoring Your Team
- SMART Goals - Setting Effective Targets for Success
- The Art & Science of Delegation

Smart Project Management

- Keys to On-Time, On-Budget Results

Smart Time Management

- 7 Steps to Regaining Control of Your Day
- The 80/20 Rule for Making Every Minute Count

Smart Workplaces

- Code of Conduct - Ethics Education & Social Media Guidelines
- Designing Safe Workspaces & Preventing Injury
- Optimizing LinkedIn for Sales Prospecting and Business Networking
- Preparing for a Pandemic Flu Outbreak
- Protecting Your Team against Violence at Work
- Putting Your People First - Personnel Administration
- Responsible Social Media for Team Members
- Anti-Harassment Training for All Employees - Non-State Specific
- Understanding the Family Medical Leave Act (FMLA)
- Webinars – Conducting a Web-based Presentation

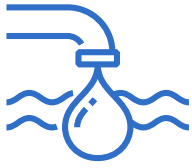
Smart Quality

- Building Quality Awareness
- Process Improvement
- Systematic Problem Solving

>> SALES

Sales courses are designed to help develop professional sales skills. These titles are comprised of a six-part and 10-part series that discuss the preparation, strategy, and process of the sales cycle to ultimately close the sale.

- Advanced Tele-Prospecting - Closing the Call
- Advanced Tele-Prospecting - Creating Opening Statements
- Advanced Tele-Prospecting - Dealing With Dismissive Objections
- Advanced Tele-Prospecting - Follow-up Strategies and Tactics
- Advanced Tele-Prospecting - Getting Past Gatekeepers
- Advanced Tele-Prospecting - Handling Smokescreen and Authentic Objections
- Advanced Tele-Prospecting - Overview and Pre-Call Planning
- Advanced Tele-Prospecting - Presenting an Offer
- Advanced Tele-Prospecting - Qualification and Questioning
- Advanced Tele-Prospecting - Using Email in the Tele-Prospecting Process
- Business-to-Business Sales
- Identifying the Decision Maker & Setting Appointments
- Overcoming Objections & Closing the Sale
- Securing Appointments & Advancing the Sale
- The Sales Cycle
- Understanding the Psychology of Sales



WATER & WASTEWATER

>> GENERAL

- Advanced HAZWOPER Awareness (Modules 1–4)
- Advanced Stormwater Treatment: Design
- Asbestos Awareness
- Aquifer Remediation
- Back Injury Prevention
- Backflow Prevention Methods
- Backflow Prevention Overview
- Basics of Water Resources: Groundwater Hydrology
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- CPR Academic
- Coagulation, Flocculation and Sedimentation
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Constructed Wetlands - Free Water Surface Wetlands
- Corrosion Control
- Disaster Preparedness
- Disinfection Basics
- Distribution Service to Customers
- Distribution System Materials and Equipment
- Drinking Water Quality - Water Treatment Technology
- Drinking Water Quality - Critical Parameters
- Drinking Water Quality - Monitoring & Security
- Driving Safety
- Effective Groundwater Supply Management (RedVector)
- Effective Meter Reading
- Emergency Response to Terrorism (Modules 1–4)
- EPA Onsite Wastewater Treatment: Processes and Systems
- EPA Onsite Wastewater Treatment: Systems Management
- Essentials of Industrial Wastewater Treatment
- Eye Safety
- Fall Protection
- Filtration Basics
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Groundwater Contamination – Aquifer Remediation
- Ground Water Treatment
- HAZMAT Transportation
- Hand & Power Tool Safety
- Hazardous Waste Treatment
- Hearing Conservation
- Hydraulics
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lead Contamination of Public Water Systems
- Lock-Out / Tag-Out
- Low Pressure Sewer Design
- Low Voltage Electrical Safety
- Machine Guarding
- Maintenance on Pumps, Motors, and Circuits
- Materials Handling, Storage, Use, & Disposal
- Mathematics Applied
- Mathematics Basics
- Personal Protective Equipment
- Pumping Stations - Piping, Valves and Hydraulics
- Pumping Stations - Pumps, Motors and Electrical Systems
- Protecting Water Systems Through Backflow Prevention
- PVC Pipe - Which type should I use?
- Radiation Safety
- RedVector - Drinking Water Quality: Water Treatment Technology
- Rehabilitation of Water Distribution Systems: Current Technologies
- Rehabilitation of Water Distribution Systems: Selecting Rehab Methods
- Rehabilitation of Water Distribution Systems: Designing Renewal Projects
- Respiratory Protection
- Right-to-Know (Hazard Communication)
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Storm Water Pollution Prevention
- Trenching & Shoring
- Wastewater Treatment
- Water Main Installation
- Water Industry Emergency Response to Terrorism
- Water Industry Excavation
- Water Industry Filtration, Disinfection and Mathematics Basics
- Water Industry Filtration, Hydraulics and Corrosion Control
- Water Industry Fire and Flammable Liquids Safety
- Water Industry Wastewater Treatment, Confined Space Entry, Trenching and Shoring

- Water Industry Workplace Safety
- Water Industry Quality of Water (CA AB-54)
- Water Industry Applied Mathematics, Meter Reading and Debt Collection
- Water Industry Hazardous Material Identification and Spill Prevention
- Welding Safety
- Working in Extreme Temperatures

» **HUMAN RESOURCES & EMPLOYMENT PRACTICES**

- Alcohol-Free Workplace
- Diet & Nutrition
- Drug-Free Workplace
- Health & Wellness
- Office Safety
- Principles of Debt Collections
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Workplace Diversity
- Workplace Stress
- Workplace Violence



[Request a Demo](#)

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