



The Personnel Commission's
**ORGANIZATIONAL
EXCELLENCE**

2026 – 2027 SCHOOL YEAR

CATALOG



INTRODUCTION

SERVICE WITH PURPOSE

Serving our schools, students, and communities is at the heart of everything we do. Professional development is a powerful way to strengthen that service—equipping you with the skills, knowledge, and confidence to make a meaningful impact every day. Whether you're refining your expertise, growing as a leader, or exploring new opportunities, the Personnel Commission is proud to offer a wide range of learning experiences for all LAUSD Classified employees.

Our LAUSD Strategic Plan includes five pillars with strategies for ensuring that ALL our students graduate **READY FOR THE WORLD**. Pillar 5: Investing in Staff acknowledges the importance of recognizing, empowering, and supporting our staff, including building pathways for ongoing professional development, growth, and opportunities to excel. By continuing your learning journey, you will become more skilled and knowledgeable and improve your ability to support LAUSD students.

We encourage you to invest in your own professional development and growth by using this catalog to find professional development offerings that align with your interests and career goals. We offer courses in school office technical training, supervisory programs, leadership development, effective work habits, lunch and learn one-hour courses, and general topics. Don't let these opportunities pass you by—take the first step toward your professional growth by enrolling in a course today. Your future self will thank you for the investment you make in your development right now.

In addition to our courses, the Personnel Commission offers a Classified Growth and Development Tool that you can use for career planning and goalsetting. Learn more about the Classified Growth and Development Tool on p. 22.

In this catalog you can also learn about on-demand courses available in MyPLN. Find out about these by visiting p. 26.



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SCHOOL OFFICE STAFF TRAINING

Office Personnel have a critical job as they manage school offices, ensure that the operations run efficiently and make sure our students and other customers are well cared for.



SKILLS TODAY,
SUCCESS
TOMORROW

SCHOOL OFFICE STAFF TRAINING

**Best Practices for Elementary
School Administrative Assistants
(SAAs) - Webinar**

Date(s): 8/4/26 and 3/18/27

Time: 1:00 PM to 3:00 PM

Join us for this exciting workshop designed to provide participants with tried-and-true solutions for SAAs in Elementary Schools. This workshop will help you to enhance your performance in the elementary school setting and show you techniques to improve your customer service.

ENROLL

**Best Practices for Elementary
School Administrative Assistants
(SAAs) - Webinar**

Date(s): 11/19/26

Time: 9:30 AM to 11:30 AM

Join us for this exciting workshop designed to provide participants with tried-and-true solutions for SAAs in Elementary Schools. This workshop will help you to enhance your performance in the elementary school setting and show you techniques to improve your customer service.

ENROLL

**Budget Accounting - Adjustment
in School Front End - Webinar**

Date(s): 10/28/26 and 3/11/27

Time: 9:30 AM to 11:30 AM

Enhance your skills in School Front End by learning how to create budget adjustments, add new positions and non-position lines, move funds between budget lines, and print the School Signature Form.

ENROLL

**Budget Accounting - Hyperlinked
Control Sheets - Maintenance -
Webinar**

Date(s): 8/19/26

Time: 9:30 AM to 11:30 AM

Learn the importance of keeping up to date with the school Hyperlinked Control Sheets to monitor and track program balances to ensure compliance and accuracy within the planned school budget.

ENROLL

**Budget Accounting - School Front
End Reports - Webinar**

Date(s): 3/16/27

Time: 1:00 PM to 2:30 PM

Do you want to learn the essentials of the school budget reports? Then join us on this class where participants will learn how to access and print the School Front End Reports.

ENROLL

**Budget Accounting Overview -
Webinar**

Date(s): 9/24/26 and 2/4/27

Time: 9:30 AM to 11:30 AM

Learn the essentials of the school budget, get familiar with SAP reports, and print various school budget reports.

ENROLL

2026 - 2027 TRAINING CATALOG



SCHOOL OFFICE STAFF TRAINING

Cumulative Records for Secondary - Maintenance - Webinar

Date(s): 10/13/26

Time: 1:00 PM to 3:00 PM

Participants will have a better understanding of their role and responsibility when it comes to the maintenance, preparation, and organization of our student Secondary Cumulative records after they culminate from middle school or graduate from senior high school.

ENROLL

Cumulative Records for Secondary - Maintenance - Webinar

Date(s): 2/10/27

Time: 9:30 AM to 11:30 AM

Participants will have a better understanding of their role and responsibility when it comes to the maintenance, preparation, and organization of our student Secondary Cumulative records after they culminate from middle school or graduate from senior high school.

ENROLL

Cumulative Records for Secondary End of Year Procedures - Webinar

Date(s): 5/26/27 and 6/17/27

Time: 9:30 AM to 11:00 AM

Participants will gain a better understanding of their role in maintaining, preparing, and organizing student secondary cumulative records after middle school culmination or high school graduation, including how to close and prepare records for digitization.

ENROLL

Cumulative Records Procedures for Elementary - Webinar

Date(s): 9/10/26, 11/5/26, 3/4/27, and 6/17/27

Time: 1:00 PM to 3:00 PM

After this class, participants will have a better understanding when it comes to the preparation, organization, and maintenance of the cumulative record. This training will include how to open a cum for a brand new student, transfer student and make corrections on cumulative record cards.

ENROLL

Customer Service & Creating a Welcoming Office Environment - Webinar

Date(s): 7/29/26, 11/18/26, 2/18/27, and 4/15/27

Time: 9:30 AM to 11:00 AM

Participants will develop key customer service skills, including greeting, acknowledging, communicating with, listening to customers, and handling challenging situations. They will also learn to create clean, organized, and welcoming environments in LAUSD schools and district offices.

ENROLL

Elementary Office Procedures for Office Technicians - Webinar

Date(s): 9/17/26, 12/3/2026, 1/19/27, and 3/29/27

Time: 9:30 AM to 11:30 AM

Participants will identify the benefits of being organized and the importance of office organization. We will discuss ideas on how to organize documents related to Elementary Enrollment and Cumulative Records according to LAUSD policies and procedures.

ENROLL



SKILLS TODAY, SUCCESS TOMORROW

SCHOOL OFFICE STAFF TRAINING

Enrollment Procedures – Secondary – Forms Only – Webinar

Date(s): 9/30/26 and 4/21/27

Time: 9:30 AM to 11:30 AM

Participants will become familiar with the required enrollment forms at the Secondary Level for new and transfer students to LAUSD.

ENROLL

Enrollment Procedures for Elementary Schools – Webinar

Date(s): 7/28/26

Time: 9:30 AM to 11:30 AM

Learn the essential requirements, forms, and procedures for LAUSD elementary enrollment, including affidavits, intra-district permits, and the full enrollment process.

ENROLL

Enrollment Procedures for Elementary Schools – Webinar

Date(s): 2/4/27 and 4/29/27

Time: 1:00 PM to 3:00 PM

Learn the essential requirements, forms, and procedures for LAUSD elementary enrollment, including affidavits, intra-district permits, and the full enrollment process.

ENROLL

Goal Setting & Time Management for School Office Staff – Webinar

Date(s): 10/22/26 and 2/25/27

Time: 1:00 PM to 3:00 PM

In this quick and entertaining webinar, you will learn the tips, tricks, and techniques to better manage your goals and time. In addition, you will discover how to plan your day for maximum results, recognize what is stealing your most valuable time, and overcome procrastination.

ENROLL

P-Card Policies and Procedures – Webinar

Date(s): 10/14/26, 2/3/27, and 4/14/27

Time: 9:30 AM to 11:30 AM

This session provides an overview of P-Card policies and procedures. Participants will review the roles and responsibilities of cardholders and approving officials, learn proper reconciliation procedures, common do's and don'ts, and best practices for organization of records.

ENROLL

P-Card: Reconciliation Procedures and Practical Scenarios – Webinar

Date(s): 10/27/26, 2/17/27, and 5/5/27

Time: 9:30 AM to 10:30 AM

Participants will learn the pre-approval requirements for purchases, the step-by-step reconciliation process, and the uploading of receipts. In addition, participants will analyze and review scenarios of P-Card expenditures for continued understanding of policies and procedures.

ENROLL

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SCHOOL OFFICE STAFF TRAINING

School Business Services Panel - Webinar

Date(s): 10/6/26, 10/20/26, 2/9/27, and 2/23/27

Time: 12:30 PM to 3:30 PM

School Administrative Assistants (SAAs), Office Managers, and supervisors are invited to participate in this informative panel focused on essential school business operations. Representatives from key District offices will provide updates, guidance, and answers to participants.

ENROLL

Secondary Office Procedures for Office Technicians & Sr. Office Technicians - Webinar

Date(s): 7/30/26 and 1/20/27

Time: 9:30 AM to 11:30 AM

Participants will learn tips and techniques of running a school office. This workshop will enable you to identify barriers to productivity and provide tips and techniques for organizing and efficiency.

ENROLL

Secondary Office Procedures for School Administrative Assistants - Webinar

Date(s): 8/5/26, 12/15/26, and 3/30/27

Time: 9:30 AM to 11:30 AM

This workshop helps participants identify common organizational barriers to productivity. It covers techniques for organizing payroll documents, explains record retention periods, and reviews customer service practices and management of the Procurement Card (PCard).

ENROLL

Student Body Accounting - Elementary - End of the Year Procedures - Webinar

Date(s): 5/6/27

Time: 1:00 PM to 3:00 PM

Learn how to efficiently close the Student Body activities. This session will cover essential tasks, including clearing the balance in the Clearing Account (Column G), conducting an inventory of Student Body equipment, and preparing reconciliation reports for May and June.

ENROLL

Student Body Accounting - Elementary - End of the Year Procedures - Webinar

Date(s): 6/1/27

Time: 9:30 AM to 11:00 AM

Learn how to efficiently close the Student Body activities. This session will cover essential tasks, including clearing the balance in the Clearing Account (Column G), conducting an inventory of Student Body equipment, and preparing reconciliation reports for May and June.

ENROLL

Student Body Accounting - Elementary - Intermediate - Webinar

Date(s): 12/1/26 and 1/14/27

Time: 1:00 PM to 3:00 PM

Learn how to accurately record transactions, manage non-sufficient funds, make journal entries, and reconcile monthly reports. Additionally, Learn how to create the necessary Final and Preliminary Budgets.

ENROLL



**Student Body Accounting -
Elementary - Intermediate -
Webinar**

Date(s): 3/2/27

Time: 9:30 AM to 11:30 AM

Learn how to accurately record transactions, manage non-sufficient funds, make journal entries, and reconcile monthly reports. Additionally, Learn how to create the necessary Final and Preliminary Budgets.

ENROLL

**Student Body Accounting -
Elementary - Introductory -
Webinar**

Date(s): 8/6/26

Time: 9:30 AM to 11:00 AM

Participants will have the opportunity to gain a deeper understanding of the policies and procedures that guide the Associated Student Body.

ENROLL

**Time Reporting Fundamentals -
Creating Time Cards With the
Position with Incumbent Report -
Webinar**

Date(s): 5/25/27

Time: 9:30 AM to 10:30 AM

Learn how to create your time cards using the Position with Incumbent Report.

ENROLL

**Time Reporting Fundamentals -
Employees Paid with Federal and
State Categorical Programs -
Webinar**

Date(s): 12/17/26

Time: 9:30 AM to 11:00 AM

Are you unsure about the documentation required for employees paid with Federal and State Categorical Programs? In this session, participants will learn how to properly complete the required documentation for employees funded through these programs.

ENROLL

**Time Reporting Fundamentals -
Lump Sum Differentials - Webinar**

Date(s): 1/28/27 and 6/10/27

Time: 9:30 AM to 11:30 AM

Learn how to time report lump sum differential payments for coordinators and athletic coaches.

ENROLL

**Time Reporting: Key
Fundamentals and Current Time
Reporting - Webinar**

Date(s): 11/30/26, 2/24/27, and 3/10/27

Time: 9:30 AM to 11:30 AM

Participants will learn key payroll concepts, attendance and absence codes, time reporting corrections, SAP time entry reports, Time Report and Approver responsibilities, payroll calendars, and benefits time projections.

ENROLL

SCHOOL OFFICE STAFF TRAINING



LAUSD
UNIFIED



Topics of Support Include:

- Student Enrollment & Attendance
- Cumulative Records Management
- Payroll & Budget Procedures
- Student Body Accounting
- Protected Leaves & Reasonable Accommodations
- Workers' Compensation
- Additional topics relevant to school operations
- Staff Relations

SCHOOL OFFICE EXCELLENCE 2026-2027 OFFICE HOURS

**Supporting School Administrative
Assistants and Clerical Staff**

**Fridays | 9:00 AM - 10:00 AM
August 2026 to June 2027**

Organizational Excellence invites all SAAs and Clerical Staff to our weekly Zoom office hours. These sessions provide timely support, resources, and guidance on school-related operational matters.

The weekly Zoom office hours are a flexible, drop-in opportunity designed to meet your needs – whether you have specific questions or prefer to listen and learn from others.

Breakout rooms will be available to address specific questions. We encourage all SAAs and clerical staff to take advantage of the weekly sessions to stay informed and supported through the school year.



ZOOM LINK FOR OFFICE HOURS:

<https://tinyurl.com/SchoolBasedOfficeHours>



**Organizational
Excellence**



213-241-3440



oetraining@lausd.net

WELCOME NEW LAUSD CLASSIFIED EMPLOYEES

Congratulations on your new job at LAUSD! We are glad that you will be joining our team, as we all work together to prepare our students to be
READY FOR THE WORLD.



We provide a comprehensive orientation to all new classified employees. SEIU members will be invited to specific sessions.

DATES (all orientations are from 8:30 AM to 1:00 PM)

GENERAL ORIENTATION

- August 20, 2026
- September 17, 2026
- October 22, 2026
- November 19, 2026
- December 17, 2026
- January 21, 2027
- February 18, 2027
- March 18, 2027
- April 22, 2027
- May 4, 2027
- June 8, 2027

ORIENTATION FOR SEIU MEMBERS

- August 26, 2026
- September 23, 2026
- October 28, 2026
- November 18, 2026
- December 16, 2026
- January 27, 2027
- February 24, 2027
- March 17, 2027
- April 28, 2027
- May 12, 2027

New Classified employees will be automatically enrolled in an orientation session. Email oetraining@lausd.net if you have questions.



CLASSIFIED CAREER ACADEMY

Learn how to effectively navigate LAUSD's application and assessment process, while also gaining useful skills to facilitate your career planning process.



SKILLS TODAY, SUCCESS TOMORROW

Classified Career Academy: Examination Preparation – Webinar

Date(s): 9/22/26, 2/9/27, and 6/8/27

Time: 9:00 AM to 11:00 AM

This course is designed to help you understand and prepare for various types of employment tests. Whether you're facing multiple choice tests, written assessments, or other evaluations, this course will provide you with basic strategies and confidence to perform your best.

ENROLL

Classified Career Academy: Interview Success – Webinar

Date(s): 9/29/26, 2/23/27, and 6/22/27

Time: 9:00 AM to 11:00 AM

This course is designed to equip you with the basic skills and confidence needed to excel in job interviews.

ENROLL

Classified Career Academy: Job Application 101 – Webinar

Date(s): 9/1/26, 1/26/27, and 6/1/27

Time: 9:00 AM to 11:00 AM

This course will teach you how to effectively complete job applications, ensuring you present yourself as a strong candidate.

ENROLL

CLASSIFIED CAREER ACADEMY

Classified Career Academy: Mapping Promotional Pathways – Webinar

Date(s): 10/13/26, 3/2/27, and 6/24/27

Time: 9:00 AM to 11:00 AM

This course is designed to help you identify potential career paths. Through guided exercises and personal reflection, you will learn how to identify potential career paths for your professional development and success.

ENROLL

Classified Career Academy: Resume Basics – Webinar

Date(s): 9/15/26, 2/2/27, and 6/3/27

Time: 9:00 AM to 11:00 AM

Whether you're looking for a promotion in your current department, or to make the jump to another role at a different department, this course is designed to equip you with the essential skills needed to create a professional and effective resume.

ENROLL



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM I

Let us help you make the transition from a staff member to a supervisor a smooth one. Those who are already in a supervisory role and desire to strengthen and reinforce these skills will benefit from this certificate program's classes as well.



SKILLS TODAY, SUCCESS TOMORROW

Business Writing for Supervisors (Level I Supervisory Class) - Webinar

Date(s): 10/14/26 and 4/28/27

Time: 9:00 AM to 12:00 PM

This workshop provides participants with a review of the essentials of business writing, including grammar and punctuation, and offers strategies for composing well-written business document which communicate the message intended.

ENROLL

Communicating Effectively (Level I Supervisory Class) - Webinar

Date(s): 11/18/26 and 4/21/27

Time: 9:00 AM to 12:00 PM

Communicating well is one of the fastest ways to advance in any organization! This class will teach you how to overcome common challenges, speak with empathy, connect with people, and maintain your composure.

ENROLL

HR and the Law (Level I Supervisory Class) - Webinar

Date(s): 10/7/26 and 5/26/27

Time: 9:00 AM to 12:00 PM

As a supervisor, you most likely make personal decisions frequently. When hiring, disciplining, promoting, or handling other issues, you must follow many laws and government regulations. This program introduces key employment rules and offers advice on how to supervise legally.

ENROLL

Motivating Your Staff (Level I Supervisory Class) - Webinar

Date(s): 12/2/26 and 6/2/27

Time: 9:00 AM to 12:00 PM

This workshop offers participants practical, timely tips that can contribute to employee motivation and increase productivity. Managers and supervisors will learn how communication and personal management styles can contribute to or detract from employee motivation and morale.

ENROLL

Performance Management - The No Surprises Approach to Good Management (Level I Supervisory Class) - Webinar

Date(s): 8/12/26 and 1/20/27

Time: 12:30 PM to 3:30 PM

Managing staff performance is one of the most important responsibilities of District managers and supervisors. Join us as we explore key ingredients of effective staff management, evaluation principles, and ways to recognize and support every employee's potential.

ENROLL

Performance Management - The No Surprises Approach to Good Management (Level I Supervisory Class) - Webinar

Date(s): 10/21/26 and 5/5/27

Time: 9:00 AM to 12:00 PM

Managing staff performance is one of the most important responsibilities of District managers and supervisors. This training explores the key elements of effective staff management, evaluation principles, and strategies for recognizing and developing employee potential.

ENROLL

EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM I

2026 - 2027 TRAINING CATALOG



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM I

Strengthening Relationships by Managing Conflicts in a Diverse Workplace (Level I Supervisory Class) - Webinar

Date(s): 11/4/26 and 5/12/27

Time: 9:00 AM to 12:00 PM

This interactive and practical workshop from the District's Office of Human Relations, Diversity, and Equity will help participants improve their workplace interpersonal skills. You will learn conflict resolution and problem-solving skills to succeed in every job, so register today.

ENROLL

The Role of the Supervisor & Supervisor's Handbook for Orienting New Employees (Level I Supervisory Class) - Webinar

Date(s): 9/30/26 and 4/14/27

Time: 9:00 AM to 12:00 PM

This course introduces the role of the supervisor and key skills for managing staff and effectively orienting new employees to support retention, motivation, and team success.

ENROLL



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM II

Let us help you make the transition from a staff member to a supervisor a smooth one. Those who are already in a supervisory role and desire to strengthen and reinforce these skills will benefit from this certificate program's classes as well.

2026 - 2027 TRAINING CATALOG



EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM II

A Supervisor's Guide to Progressive Discipline (Level II Supervisory Class)

Date(s): 11/3/26 and 3/3/27

Time: 9:00 AM to 12:00 PM

Part two of the performance management workshop series will focus on the progressive discipline process. This workshop will center on how to manage behavior when an employee is not meeting communicated standards.

ENROLL

Change Management (Level II Supervisory Class) - Webinar

Date(s): 12/10/26 and 3/18/27

Time: 9:00 AM to 12:00 PM

Change is a process, not an event. A good strategy helps overcome employee reluctance to change and removes organizational impediments for a smooth transition. This training covers organizational change leadership, including introducing and communicating change.

ENROLL

Coaching and Feedback in Performance Management (Level II Supervisory Class) - Webinar

Date(s): 11/19/26 and 6/10/27

Time: 9:00 AM to 11:00 AM

This course builds skills for effective coaching and constructive feedback. Participants learn coaching models, communication techniques, and strategies for delivering clear, actionable feedback that strengthens employee performance and supports a productive work environment.

ENROLL

Collective Bargaining Agreements (Level II Supervisory Class) - Webinar

Date(s): 10/22/26 and 5/13/27

Time: 9:00 AM to 11:00 AM

If you supervise employees who are covered by union contracts, don't miss this opportunity to learn the fundamentals of employee rights, District rights, and your obligations as a supervisor.

ENROLL

Management Essentials - Treating Your Staff Fairly (Level II Supervisory Class) - Webinar

Date(s): 6/8/27

Time: 9:00 AM to 11:00 AM

This session examines the meaning of fairness in the workplace and its importance in supervisory relationships. Participants explore how fair practices support trust, consistency, and effective management, and learn the benefits of applying fairness when leading staff.

ENROLL

Succession Planning (Level II Supervisory Class) - Webinar

Date(s): 12/8/26 and 4/7/27

Time: 9:00 AM to 11:00 AM

This course emphasizes a practical Succession Planning Toolkit that guides you in assessing staffing needs, identifying critical roles, selecting potential successors, and applying templates and best practices to build a structured, sustainable succession strategy.

ENROLL



SKILLS TODAY,
SUCCESS
TOMORROW

**The Evaluation Process for
Classified Employees (Level II
Supervisory Class) - Webinar**

Date(s): 10/6/26, 1/21/27, 2/23/27, and
3/30/27

Time: 9:00 AM to 12:00 PM

This workshop provides supervisors with an overview of the Classified Performance Evaluation process, including the purpose of performance appraisals, required timelines, steps for completing the online form, and the use of evaluations as an ongoing tool in performance management.

ENROLL

EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM II



EMERGING LEADERS CERTIFICATE PROGRAM

This comprehensive certificate program is designed to equip managers with the essential skills necessary to excel in leadership roles. The program is comprised of six courses, and each course meets for a total of two to four classes. Participants may complete all courses and earn a certificate, or they can enroll in individual courses.



SKILLS TODAY, SUCCESS TOMORROW

Data and Strategy in Leadership - Webinar

Date(s): 2/11/27, 2/18/27, and 3/4/27

Time: 12:30 PM to 2:30 PM

It is critical for leaders to ensure their team members understand the importance of their work and how it aligns to the organization's goals. Participants will learn how to develop goals and strategy aligned to LAUSD's strategic plan.

ENROLL

Impactful Conversations - Webinar

Date(s): 10/29/26, 11/5/26, 11/12/26, and 11/19/26

Time: 12:30 PM to 2:30 PM

In this course, learn skills for holding productive conversations to directly address issues, identify root causes, and come to agreements. The curriculum will include proven models for successfully facilitating one-on-one discussions and leading group discussions.

ENROLL

Leading Change - Webinar

Date(s): 1/14/27 and 1/21/27

Time: 12:30 PM to 2:30 PM

Change is fast and sometimes urgent! However, changing work styles can take time. This course covers organizational change leadership, including introducing and communicating change. It also addresses organizational barriers and employee resistance to change.

ENROLL

Managing Talent - Webinar

Date(s): 5/27/27 and 6/3/27

Time: 12:30 PM to 2:30 PM

This course explores talent management strategies and practices that will enable LAUSD leaders to identify and retain exceptional employees and prepare employees to step into key roles.

ENROLL

The Effective Leader - Webinar

Date(s): 9/24/26, 10/1/26, and 10/8/26

Time: 12:30 PM to 2:30 PM

As employees advance into leadership roles, they must shift focus away from direct supervision and begin adapting a more strategic and visionary emphasis. This course introduces participants to the role of the leader and the skills necessary to be successful in this role.

ENROLL

The Language of Leadership - Webinar

Date(s): 4/15/27, 4/22/27, and 4/29/27

Time: 12:30 PM to 2:30 PM

Effective oral and written business communication can improve a leader's impact. Leadership requires confidently communicating a clear, motivating message. This workshop improves presentation skills that build credibility, inspiration, and targeted messaging.

ENROLL

EMERGING LEADERS CERTIFICATE PROGRAM



GENERAL COURSES

Take a look at all the learning opportunities we have to offer! We have courses on a full range of topics to sharpen your work-related skills and teach you new skills to prepare you for future career advancement.



SKILLS TODAY, SUCCESS TOMORROW

GENERAL COURSES

AI In Action: Strategies, Tools, and Use Cases – Webinar

Date(s): 10/15/26

Time: 9:00 AM to 10:00 AM

Discover how artificial intelligence is transforming the way we work, think, and innovate. This hands-on course is designed for professionals seeking to understand and apply AI technologies in real-world scenarios.

ENROLL

AI In Action: Strategies, Tools, and Use Cases – Webinar

Date(s): 4/1/27

Time: 10:00 AM to 11:00 AM

Discover how artificial intelligence is transforming the workplace. This hands-on course explores key AI applications and provides practical strategies for improving decision-making, productivity, and responsible AI use.

ENROLL

Building Accountability for Career Success – Webinar

Date(s): 10/27/26 and 3/16/27

Time: 9:00 AM to 11:00 AM

This course will give you the knowledge, tools, and strategies needed to enhance personal accountability for your success.

ENROLL

Classified Growth and Development Tool – Webinar

Date(s): 8/12/26, 3/10/27, and 4/20/27

Time: 10:00 AM to 11:00 AM

This webinar introduces supervisors and employees to the Classified Growth & Development (CGD) online tool. Participants learn how to assess skills, create development plans, track progress, and use self-assessments to support continuous professional growth.

ENROLL

Critical Thinking Strategies for Better Decisions – Webinar

Date(s): 11/10/26 and 2/25/27

Time: 12:30 PM to 3:30 PM

Good decisions are the result of strong critical thinking skills and effective problem solving. In this course, we are going to learn how to think critically by cultivating our problem-solving skills and discovering strategies and methods for making complex decisions.

ENROLL

Fish Philosophy – Webinar

Date(s): 1/19/27

Time: 9:00 AM to 11:00 AM

This course focuses on four principles Play, Make Their Day, Be There, and Choose Your Attitude to build an engaging workplace. Learn to enjoy your work, create meaningful experiences for others, and stay fully present in every interaction.

ENROLL

2026 – 2027 TRAINING CATALOG



GENERAL COURSES

Goal Achievement Planning: Guarantee You Accomplish Your Goals – Webinar

Date(s): 10/20/26 and 3/9/27

Time: 9:00 AM to 11:00 AM

Don't miss out on this course and unlock your potential to achieve excellence through strategic planning and goal-oriented action.

ENROLL

Mastering the Art of Effective Presentations for Classified School District Employees – Webinar

Date(s): 9/16/26 and 5/4/27

Time: 9:00 AM to 11:00 AM

This 2-hour webinar strengthens professional communication and presentation skills. Participants will learn effective strategies and tools to clearly convey information, engage audiences, design, develop and deliver polished, impactful presentations.

ENROLL

Project Management Essentials for Non-Project Managers – Webinar

Date(s): 4/28/27

Time: 12:30 PM to 3:30 PM

Are you new to project management or looking to advance your project management career? This comprehensive course will help you master the essentials of project management by providing you with key project management skills and strategies vital to efficient and effective project execution.

ENROLL

The Power of Small Habits – Webinar

Date(s): 10/28/26 and 3/17/27

Time: 12:30 PM to 2:30 PM

In this training, participants will learn how to identify and develop habits that support success, productivity, and well-being, while gaining practical tools to build a strong foundation for sustained success.

ENROLL

Unleashing the Power of Artificial Intelligence in Business – Webinar

Date(s): 8/26/26, 12/16/26, 2/11/27, and 5/27/27

Time: 12:30 PM to 2:30 PM

This training explores practical applications of AI in business and strategies to improve efficiency. Participants will learn how AI can streamline tasks, improve research capabilities, and support better decision-making to increase efficiency and performance.

ENROLL



RETIREMENT PLANNING

Workshop for Classified Employees

W E B I N A R

If you are a Classified employee and considering retirement, this workshop is for you! This is an opportunity to ask questions and learn the important retirement facts from District and CalPERS representatives.

DATES (All classes are from 9:00 AM to 12:00 PM)

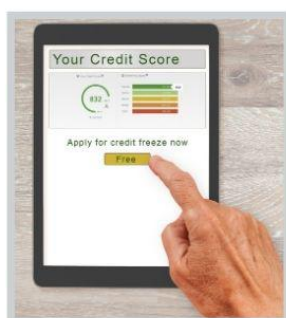
- July 14, 2026
 - August 11, 2026
 - September 15, 2026
 - October 13, 2026
 - November 17, 2026
 - December 15, 2026
- January 12, 2027
 - February 16, 2027
 - March 16, 2027
 - April 13, 2027
 - May 11, 2027
 - June 15, 2027

ENROLL



LUNCH & LEARN

Facilitated by the California Credit Union. These workshops offer various financial literacy programs and resources to help LAUSD employees manage their finances.



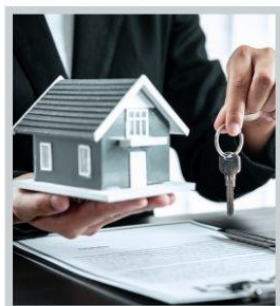
Consumer Lending – Understanding Your Credit Report & Credit Score – Webinar

Date(s): 10/6/26 and 3/9/27

Time: 12:00 PM to 1:00 PM

Please join us as our guest speaker from California Credit Union will discuss the importance of credit, understanding what is on your credit report, how it is calculated, how to build/rebuild credit, and common myths.

ENROLL



Real Estate –The California Dream- Homebuyer Education – Webinar

Date(s): 9/8/26 and 1/12/27

Time: 12:00 PM to 1:00 PM

In this session we'll discuss the home buying process, why good credit is important in financing and various mortgage options available during this special virtual event. During this complimentary session we'll discuss: The essentials of budgeting for a home and how to properly manage debt.

ENROLL



Wealth Management: Getting to Know the Basics: The essentials to better understanding your financials – Webinar

Date(s): 11/3/26 and 4/13/27

Time: 12:00 PM to 1:00 PM

In this session, you'll learn the essentials to better understand your financials including: The essentials of budgeting, managing debt and credit, and investing and saving. Actionable tips that can help you develop good financial habits for the future.

ENROLL



ONLINE TRAINING

Organizational Excellence provides a comprehensive library of online, on-demand courses for all classified employees. Our library includes business, technology, and other work-skills topics, intended to help employees reach their career goals.



ON-LINE TRAINING LIBRARY

Employees have access to hundreds of on-demand training classes available by logging into www.lausd.org/MyPLN. Search any topic, enroll, and learn at your own pace!

Visit
MyPLN



The Organizational Excellence Branch is pleased to offer a comprehensive library of e-Learning courses.

What do you want to learn?

Click on one of these Subject Areas to view available courses in MyPLN

- | | | | |
|--|---|--|---|
|  Business Productivity |  Change Management |  Critical Thinking |  Creative Thinking |
|  Communication Skills |  Customer Service |  Ethics |  Google Software |
|  Inclusiveness |  Interpersonal Skills |  Leadership |  Microsoft Software |
|  Personal Effectiveness |  Project Management |  Supervision |  Wellness |



CLASSES BY DATE

For your convenience we have provided a list of classes organized by date.

J U L Y
2 0 2 6

CLAS

14

Retirement Planning Workshop for Classified Employees Live - Webinar

28

Enrollment Procedures for Elementary Schools - Webinar

29

Customer Service & Creating a Welcoming Office Environment - Webinar

30

Secondary Office Procedures for Office Technicians & Sr. Office Technicians - Webinar

SSES

AUGUST 2026

4

Best Practices for Elementary School
Administrative Assistants (SAAs) - Webinar

5

Secondary Office Procedures for School
Administrative Assistants - Webinar

6

Student Body Accounting - Elementary -
Introductory - Webinar

11

Retirement Planning Workshop for Classified
Employees Live - Webinar

12

Classified Growth and Development Tool -
Webinar

12

Performance Management - The No Surprises
Approach to Good Management (Level I
Supervisory Class) - Webinar

19

Budget Accounting - Hyperlinked Control Sheets -
Maintenance - Webinar

26

Unleashing the Power of Artificial Intelligence in
Business - Webinar

SEPTEMBER

2026

CLAS

1

Classified Career Academy: Job Application 101 - Webinar

8

Real Estate –The California Dream- Homebuyer Education - Webinar

10

Cumulative Records Procedures for Elementary - Webinar

15

Classified Career Academy: Resume Basics - Webinar

15

Retirement Planning Workshop for Classified Employees Live - Webinar

16

Mastering the Art of Effective Presentations for Classified School District Employees - Webinar

17

Elementary Office Procedures for Office Technicians - Webinar

22

Classified Career Academy: Examination Preparation - Webinar

24

Budget Accounting Overview - Webinar

24

The Effective Leader - Webinar

29

Classified Career Academy: Interview Success - Webinar

30

Enrollment Procedures - Secondary - Forms Only - Webinar

30

The Role of the Supervisor & Supervisor's Handbook for Orienting New Employees (Level I Supervisory Class) - Webinar

SESSES

OCTOBER 2026

1	The Effective Leader – Webinar	14	P-Card Policies and Procedures – Webinar
6	Consumer Lending – Understanding Your Credit Report & Credit Score – Webinar	15	AI In Action: Strategies, Tools, and Use Cases – Webinar
6	School Business Services Panel – Webinar	20	Goal Achievement Planning: Guarantee You Accomplish Your Goals – Webinar
6	The Evaluation Process for Classified Employees (Level II Supervisory Class) – Webinar	20	School Business Services Panel – Webinar
7	HR and the Law (Level I Supervisory Class) – Webinar	21	Performance Management – The No Surprises Approach to Good Management (Level I Supervisory Class) – Webinar
8	The Effective Leader – Webinar	22	Collective Bargaining Agreements (Level II Supervisory Class) – Webinar
13	Classified Career Academy: Mapping Promotional Pathways – Webinar	22	Goal Setting & Time Management for School Office Staff – Webinar
13	Cumulative Records for Secondary – Maintenance – Webinar	27	Building Accountability for Career Success – Webinar
13	Retirement Planning Workshop for Classified Employees Live – Webinar	27	P-Card: Reconciliation Procedures and Practical Scenarios – Webinar
14	Business Writing for Supervisors (Level I Supervisory Class) – Webinar	28	Budget Accounting – Adjustment in School Front End – Webinar

OCTOBER
2026

CLAS

28

The Power of Small Habits - Webinar

29

Impactful Conversations - Webinar

SSSES

NOVEMBER

2026

3

A Supervisor's Guide to Progressive Discipline
(Level II Supervisory Class)

3

Wealth Management: Getting to Know the Basics:
The essentials to better understanding your
financials - Webinar

4

Strengthening Relationships by Managing
Conflicts in a Diverse Workplace (Level I
Supervisory Class) - Webinar

5

Cumulative Records Procedures for Elementary -
Webinar

5

Impactful Conversations - Webinar

10

Critical Thinking Strategies for Better Decisions -
Webinar

12

Impactful Conversations - Webinar

17

Retirement Planning Workshop for Classified
Employees Live - Webinar

18

Communicating Effectively (Level I Supervisory
Class) - Webinar

18

Customer Service & Creating a Welcoming Office
Environment - Webinar

19

Best Practices for Elementary School
Administrative Assistants (SAAs) - Webinar

19

Coaching and Feedback in Performance
Management (Level II Supervisory Class) -
Webinar

19

Impactful Conversations - Webinar

30

Time Reporting: Key Fundamentals and Current
Time Reporting - Webinar

DECEMBER
2 0 2 6

CLAS

1

Student Body Accounting - Elementary -
Intermediate - Webinar

2

Motivating Your Staff (Level I Supervisory Class) -
Webinar

3

Elementary Office Procedures for Office
Technicians - Webinar

8

Succession Planning (Level II Supervisory Class) -
Webinar

10

Change Management (Level II Supervisory Class) -
Webinar

15

Retirement Planning Workshop for Classified
Employees Live - Webinar

15

Secondary Office Procedures for School
Administrative Assistants - Webinar

16

Unleashing the Power of Artificial Intelligence in
Business - Webinar

17

Time Reporting Fundamentals - Employees Paid
with Federal and State Categorical Programs -
Webinar

SSSES

JANUARY
2027

12

Real Estate –The California Dream- Homebuyer Education – Webinar

26

Classified Career Academy: Job Application 101 – Webinar

12

Retirement Planning Workshop for Classified Employees Live – Webinar

28

Time Reporting Fundamentals – Lump Sum Differentials – Webinar

14

Leading Change – Webinar

14

Student Body Accounting – Elementary – Intermediate – Webinar

19

Elementary Office Procedures for Office Technicians – Webinar

19

Fish Philosophy – Webinar

20

Performance Management – The No Surprises Approach to Good Management (Level I Supervisory Class) – Webinar

20

Secondary Office Procedures for Office Technicians & Sr. Office Technicians – Webinar

21

Leading Change – Webinar

21

The Evaluation Process for Classified Employees (Level II Supervisory Class) – Webinar

FEBRUARY

2027

CLAS

2	Classified Career Academy: Resume Basics - Webinar	17	P-Card: Reconciliation Procedures and Practical Scenarios - Webinar
3	P-Card Policies and Procedures - Webinar	18	Customer Service & Creating a Welcoming Office Environment - Webinar
4	Budget Accounting Overview - Webinar	18	Data and Strategy in Leadership - Webinar
4	Enrollment Procedures for Elementary Schools - Webinar	23	Classified Career Academy: Interview Success - Webinar
9	Classified Career Academy: Examination Preparation - Webinar	23	School Business Services Panel - Webinar
9	School Business Services Panel - Webinar	23	The Evaluation Process for Classified Employees (Level II Supervisory Class) - Webinar
10	Cumulative Records for Secondary - Maintenance - Webinar	24	Time Reporting: Key Fundamentals and Current Time Reporting - Webinar
11	Data and Strategy in Leadership - Webinar	25	Critical Thinking Strategies for Better Decisions - Webinar
11	Unleashing the Power of Artificial Intelligence in Business - Webinar	25	Goal Setting & Time Management for School Office Staff - Webinar
16	Retirement Planning Workshop for Classified Employees Live - Webinar		

2	Classified Career Academy: Mapping Promotional Pathways - Webinar	16	Budget Accounting - School Front End Reports - Webinar
2	Student Body Accounting - Elementary - Intermediate - Webinar	16	Building Accountability for Career Success - Webinar
3	A Supervisor's Guide to Progressive Discipline (Level II Supervisory Class)	16	Retirement Planning Workshop for Classified Employees Live - Webinar
4	Cumulative Records Procedures for Elementary - Webinar	17	The Power of Small Habits - Webinar
4	Data and Strategy in Leadership - Webinar	18	Best Practices for Elementary School Administrative Assistants (SAAs) - Webinar
9	Consumer Lending - Understanding Your Credit Report & Credit Score - Webinar	18	Change Management (Level II Supervisory Class) - Webinar
9	Goal Achievement Planning: Guarantee You Accomplish Your Goals - Webinar	29	Elementary Office Procedures for Office Technicians - Webinar
10	Classified Growth and Development Tool - Webinar	30	Secondary Office Procedures for School Administrative Assistants - Webinar
10	Time Reporting: Key Fundamentals and Current Time Reporting - Webinar	30	The Evaluation Process for Classified Employees (Level II Supervisory Class) - Webinar
11	Budget Accounting - Adjustment in School Front End - Webinar		

A P R I L

2 0 2 7

CLAS

1	AI In Action: Strategies, Tools, and Use Cases - Webinar	21	Enrollment Procedures - Secondary - Forms Only - Webinar
7	Succession Planning (Level II Supervisory Class) - Webinar	22	The Language of Leadership - Webinar
13	Retirement Planning Workshop for Classified Employees Live - Webinar	28	Business Writing for Supervisors (Level I Supervisory Class) - Webinar
13	Wealth Management: Getting to Know the Basics: The essentials to better understanding your financials - Webinar	28	Project Management Essentials for Non-Project Managers - Webinar
14	P-Card Policies and Procedures - Webinar	29	Enrollment Procedures for Elementary Schools - Webinar
14	The Role of the Supervisor & Supervisor's Handbook for Orienting New Employees (Level I Supervisory Class) - Webinar	29	The Language of Leadership - Webinar
15	Customer Service & Creating a Welcoming Office Environment - Webinar		
15	The Language of Leadership - Webinar		
20	Classified Growth and Development Tool - Webinar		
21	Communicating Effectively (Level I Supervisory Class) - Webinar		

SSSES

M A Y 2 0 2 7

4

Mastering the Art of Effective Presentations for Classified School District Employees - Webinar

27

Managing Talent - Webinar

5

P-Card: Reconciliation Procedures and Practical Scenarios - Webinar

27

Unleashing the Power of Artificial Intelligence in Business - Webinar

5

Performance Management - The No Surprises Approach to Good Management (Level I Supervisory Class) - Webinar

6

Student Body Accounting - Elementary - End of the Year Procedures - Webinar

11

Retirement Planning Workshop for Classified Employees Live - Webinar

12

Strengthening Relationships by Managing Conflicts in a Diverse Workplace (Level I Supervisory Class) - Webinar

13

Collective Bargaining Agreements (Level II Supervisory Class) - Webinar

25

Time Reporting Fundamentals - Creating Time Cards With the Position with Incumbent Report - Webinar

26

Cumulative Records for Secondary End of Year Procedures - Webinar

26

HR and the Law (Level I Supervisory Class) - Webinar

J U N E

2 0 2 7

1

Classified Career Academy: Job Application 101 - Webinar

1

Student Body Accounting - Elementary - End of the Year Procedures - Webinar

2

Motivating Your Staff (Level I Supervisory Class) - Webinar

3

Classified Career Academy: Resume Basics - Webinar

3

Managing Talent - Webinar

8

Classified Career Academy: Examination Preparation - Webinar

8

Management Essentials - Treating Your Staff Fairly (Level II Supervisory Class) - Webinar

10

Coaching and Feedback in Performance Management (Level II Supervisory Class) - Webinar

10

Time Reporting Fundamentals - Lump Sum Differentials - Webinar

15

Retirement Planning Workshop for Classified Employees Live - Webinar

17

Cumulative Records for Secondary End of Year Procedures - Webinar

17

Cumulative Records Procedures for Elementary - Webinar

22

Classified Career Academy: Interview Success - Webinar

24

Classified Career Academy: Mapping Promotional Pathways - Webinar

The following pages aim to educate LAUSD employees about the products and services offered by various sponsoring organizations. Inclusion of a sponsor piece in this section does not imply LAUSD's endorsement, approval, or promotion of any particular product or service. You are welcome to read or to skip this section at your discretion.



Who Are We?

Founded in 1939 by employees of LAUSD and LACCD, we are a not-for-profit financial cooperative dedicated to serving our community. Unlike traditional banks, we don't answer to shareholders, we answer to you. That means everything we do is focused on helping you save more, earn more, and reach your financial goals with personalized solutions built around your needs.

Current Promotions!

- **Rate Reduction Auto Loan - 2% Rate Reduction¹**
(reduce your current and pay less!°)
- **Summer Safeguard Savings - 6.60% APY^{2, 4}**
(Maximum deposit of \$2,000 per month - 6.44% Rate)
- **Classroom / Utility Loan - 0% APR for 12 months^{2, 4}**
(Borrow up to \$1,000)
- **Technology Loan - 1% APR for 24 months²**
(Borrow up to \$2,500)
- **Mortgage Programs⁵**
- **Relationship Certificate 5.90% APY⁷**
for 12 month (5.75% Rate)

And so much more...

- Free Checking
- Free Savings / Holiday Account / U Name It!
- Individual Retirement Accounts
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Mario Dalangpan | MarioD@schoolsfcu.org | (310) 900-9677



Disclosure is valid as of 6/1/2025. Rates and offers are subject to change without notice. All applications are subject to approval. Rates are subject to change. The actual terms will vary based on the borrower's characteristics. ¹ Floor rate at 4.69% for 72 months. ² Direct deposit or payroll deduction from a qualified source is required. ³ Maximum monthly contribution of \$2,000. Total deposit will be transferred to Primary Share account on the first business day of July. This is a variable rate account. As of the date of this advertisement, 6.60% APY / 6.44% Rate. ⁴ Must be a current school employee (classified or certified). ⁵ Visit our Home Loan Center at www.SchoolsFCU.org. ⁷ Minimum deposit of \$5,000 - Maximum deposit of \$100,000. ⁶ Statement enrollment required, \$500 in share savings, Average Balance of \$250 in checking, have direct deposit/payroll deduction, maintain \$7,500 in combined loan balances. *Access provided by COOP Shared Branch and ATM Network; Allpoint.

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©California Credit Union. Account and membership are subject to approval. ¹Offer available to current school employees only. \$250 offer applies to NEW checking accounts for NEW members only. Minimum \$.01 required to open account. Requires enrollment in Digital Banking within 120 days of account opening. Must establish a recurring Direct Deposit with a minimum of \$400 per month. Recurring Direct Deposit must be a Direct Deposit or Payroll Deposit from a school or district. Direct Deposit must be established within 120 days of membership opening to qualify for bonus. Three (3) months of recurring Direct Deposits must be credited to the account before qualifying for the bonus. Requires enrollment in eStatements within 120 days of account opening. Account will default to Personal Checking without notice if eStatement enrollment is not completed. The bonus will be added to the checking account the first week of the following month from the qualifying date and will be reported as income. Qualifying date includes the date you enrolled in Digital Banking, the date Direct Deposit was established to the account and received (3) months of recurring direct deposits and date you enrolled in eStatements. The bonus will be forfeited by the member if the account does not remain open for a minimum of six (6) months. Limit one (1) bonus per member. ²Standard data & message rates may apply. ³ATM transactions from out-of-network ATMs may be subject to an ATM owner surcharge. ⁴\$2 monthly paper statement fee waived with eStatements, or direct deposit (\$400+/mo. minimum into checking that receives the direct deposit), OR if under age 18 or 65+. ⁵0.05% Annual Percentage Yield (APY) earned on balances \$10,000+. Dividends are not earned on balances \$9,999.99 and below. APY is accurate as of the last dividend declaration date. Rates may change after account is opened. Fees may reduce earnings on the account. Refer to the current rate sheet at ccu.com for regular dividends to be paid on eligible balances. The bonus is not included in the calculations of regular dividends and is not recurring. Programs and offers (including but not limited to fees, rates, and features) are subject to change without notice.



Nominate a deserving classified employee for the Everyday Heroes Classified Employee Recognition Program. Employees, supervisors, parents, and visitors are all welcome to submit a nomination.



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The Organizational Excellence Classified Training team is available to deliver high-impact training to meet the needs of your team. Targeted training programs can help address skill gaps, just-in-time learning needs, customer service training, procedures training, and more.

Personalized Training

Includes our suite of existing training programs that can be personalized for your team. Courses include our Supervisory Series, our Customer Service courses and more.

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our programs.**

Customized Training

Includes a need assessment and the development of a new course to meet the specific needs of your team.

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more about our customized
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The Personnel Commission's
**ORGANIZATIONAL
EXCELLENCE**

2026 - 2027 SCHOOL YEAR

CATALOG



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