

First Quarter*July 1 - September 30***Online**

Online Usage Tutorial

Human Resources

Harassment – What It Is
 Harassment – Rights and Obligations
 Harassment – Supervisor Obligations
 Handling Angry Employees
 Understanding the Family and
 Medical Leave Act

Management

Managing Risk in an Aging Workforce
 Transition from Peer to Super
 Supervisor Skills 101
 Communication Skills
 Handling Difficult Customers

Safety & Environment

MUTCD for Nebraska Counties
 Trench Safety
 Back Injuries
 Dealing with Heat Stress
 Defensive Driving Basics

Law Enforcement

Dispatcher Training
 Understanding Stress Management for
 Dispatchers and Telecommunicators
 Understanding Child Neglect
 Law Enforcement Liability
 Ethics in Law Enforcement
 Conducting Interviews and Interrogations

Corrections

Introduction to Jail Liability
 Basic Jail Security Principles
 Booking and Admissions
 Classification of Inmates
 Inmate Record Keeping
 Patrol Procedures in Jail

Second Quarter*October 1 - December 31***Online**

Online Usage Tutorial

Human Resources

Harassment – What It Is
 Harassment – Rights and Obligations
 Harassment – Supervisor Obligations
 Diversity in the Workplace
 Workplace Violence Prevention

Management

Supervisor Skills 201
 Disciplinary Action and Procedures
 Generational Differences
 Enhancing Work Relationships
 Keeping Your Cool

Safety & Environment

Chainsaw Safety
 Preventing Slips, Trips and Falls
 Dealing with Cold Stress
 Snow and Ice Management
 Advanced Defensive Driving Techniques
 MUTCD for Nebraska Counties

Law Enforcement

Effectively Presenting Information
 in a Courtroom Setting
 Litigation Procedures
 Missing Child Calls for Dispatchers
 Risk Management for Law Enforcement
 Handling Domestic Abuse Calls
 Evidence Collection, Control and Storage

Corrections

Understanding Cognitive and
 Emotional Disorders
 Ethical Behavior for Corrections Officers
 Written Communications and Reports
 Use of Force
 Alcohol Abuse Emergencies in Jails
 Jail Risk Management

Third Quarter*January 1 - March 31***Online**

Online Usage Tutorial

Human Resources

Harassment – What It Is
 Harassment – Rights and Obligations
 Harassment – Supervisor Obligations
 Ethics Training for Elected Officials
 Recruiting Excellent Employees

Management

Managing Risk in an Aging Workforce
 Running an Effective Board Meeting
 Parliamentary Procedure
 Basic Telephone Skills

Safety & Environment

MUTCD for Nebraska Counties
 Ladder Safety
 Investigating Incidents
 Power Tool Safety

Law Enforcement

Understanding Stress Management for
 Dispatchers and Telecommunicators
 Use of Force
 Responding to School Emergencies
 Child Abuse Investigations
 Off-Duty Conduct and Powers of Arrest
 Racial Profiling 1-2

Corrections

Contraband Control
 Dealing with Stress
 Suicide Prevention
 Jail Release Procedures
 Handling Medical Related Issues
 Supervising Inmates

Fourth Quarter*April 1 - June 30***Online**

Online Usage Tutorial

Human Resources

Harassment – What It Is
 Harassment – Rights and Obligations
 Harassment – Supervisor Obligations
 Ethical Behavior
 Employee Retention

Management

Communication Skills
 Drug and Alcohol Awareness
 Dealing with the Media
 Personal Professionalism

Safety & Environment

Trench Safety
 Personal Protective Equipment
 Lockout/Tagout
 Highway Work Zone Safety
 MUTCD for Nebraska Counties

Law Enforcement

Understanding Cognitive and
 Emotional Disorders
 Managing Traffic Stops
 Vehicular Pursuit
 Suicide Awareness for Law Enforcement
 Working with Minority Communities
 Dealing with Intoxicated Persons

Corrections

Mental Health in Jails
 Drug Withdrawal in Jail
 Medical Problems of Females
 Disciplinary Procedures
 Escort of Inmates
 Fire Prevention and Response for Jails