

City Auditor's Office
2024-2025 Team Training Plan

Sponsor Name	Course Title	Length of Training	Course Details	CPE Available
LinkedIn Learning	Working with Difficult People: Responding to Negative Behavior	49m	In every workplace, you're likely to encounter colleagues who are more difficult to work with than others. But before you rush to judgment, you should determine if and how you might be contributing to the situation, and what you can do to help. In this course, join psychologist Dr. Emily Anhalt as she shows you how to navigate and communicate with people who you find challenging to deal with at work. Pause and reflect on your role in challenging work situations to uncover how empathy can help you work better with others. Emily shares strategies to respond to a wide variety of particularly challenging work situations, including with people whose behavior is negative, absent, competitive, and passive-aggressive. By the end of this course, you'll be prepared with new skills and practical strategies to have an effective conversation with someone you find difficult to work with.	0
LinkedIn Learning	Skills to Build Stronger Work Relationships	36m	In the world of hybrid work, uncertainty, and constant change, people need healthy work relationships to feel supported and show up as their best selves. This course teaches essential skills to build and maintain more resilient relationships. Dr. Emily Anhalt teaches essential tools and skills, including: taking ownership of your part, strategies to build empathy, ways to create a more positive and safe working environment, ways to move from reactive to proactive, how to have healthy conflict, getting on the same team, expressing yourself more effectively, and breaking an emotional sweat every day.	0
LinkedIn Learning	Conflict Resolution Foundations	50m	Improve your relationships with your coworkers, clients, and managers and find your way through conflict back to cooperation. In this course, negotiation and leadership coach Lisa Gates shares the secrets of effective conflict resolution and reveals simple, repeatable techniques that apply in most business situations. She presents "The Resolution Roadmap," a practical framework for exploring and navigating conflict resolution, including identifying the issue and distinguishing fact from fiction. A scenario helps take you through best practices for opening the conflict conversation, brainstorming solutions, and coming to an agreement. In addition, she shares powerful conflict resolution techniques that can help you enhance your listening skills and reframe problems to find common ground.	1.4
LinkedIn Learning	Communicating about Culturally Sensitive Issues	32m	Learning how to communicate with each other despite our differences is an important skill to have in both your professional and personal life. Discussions about cultural differences can be uncomfortable in the workplace, though, and navigating the terrain can be intimidating and daunting when speaking with colleagues. In this course, Kwame Christian helps you build self-awareness and skills to navigate conversations about culturally sensitive topics and to generally communicate in a culturally sensitive way. Kwame also imparts the skills needed to take responsibility and apologize when you've made communication mistakes. He provides a framework of negotiation and conflict resolution skills that empowers you to have difficult conversations while avoiding common pitfalls, and helps you structure these conversations in a way that makes it more likely for you to connect in constructive ways.	1.4
LinkedIn Learning	Managing Your Emotions at Work	50m	Everyone has emotions. Now, more than ever, we're encouraged to bring those emotions to work. However, knowing how to manage them in a dynamic and complex work environment is a skill. Feelings can get in the way of our effectiveness, communication, and even reputation if they're not handled effectively. In this course, Jay Fields, an expert in emotional regulation, introduces learners to an embodied way to relate to and manage their emotions. Blending conceptual learning with experiential activities, this course offers accessible practices that you can employ in real time in emotional situations. Follow along and discover how your body influences your mind's ability to regulate emotions, how to practice self-empathy and acknowledge your emotions, and how to responsibly express emotion at work. Plus, learn how to engage in practices such as orienting, grounding, and centering that allow you to become a more emotionally intelligent, resilient person—at work and at home.	0
LinkedIn Learning	Time Management Fundamentals	1h 47m	What would you do if you had an extra 10 hours per week? Sounds impossible? In this course, productivity expert Dave Crenshaw shows you how to get more done in the shortest time possible and give you more of that precious free time. The course lays out the theoretical and practical foundations for being more productive and explains the obstacles that can get in the way. It then gives practical strategies for increasing productivity in three main areas: How to develop habits to be more organized and reduce the clutter in your workspace; how to stay mentally on task and eliminate the to-dos you have floating in your head; and how to develop a time budget to get the most done during your workday and focus on your most valuable activities. If you've been looking for strategies to help you manage your time more efficiently, this course may be well worth your time.	4.8
LinkedIn Learning	Improving Your Focus	50m	In our hectic world, time management alone doesn't cut it. To truly increase your efficiency, it's crucial that you improve your focus as well as tend to your calendar. In this course, productivity expert and best-selling author Dave Crenshaw helps you develop the survival skills to both avoid daily distractions and stay focused on what's most valuable. Curate your digital and physical space to strengthen concentration, discover ways to keep your mind on task, and protect your relationships—both at work and at home—by focusing on what's most important.	1.8
LinkedIn Learning	Audit and Due Diligence Foundations	1h 46m	Audits are a critical part of finance, but they're not solely within the purview of CPAs. Audits and due diligence projects are supported by consultants, analysts, and finance professionals—and even by people who have little or no formal financial training. In this course, financial expert Jason Schenker helps to acquaint you with the fundamentals of audits and due diligence (DD) projects. Jason doesn't focus on the mathematical calculations that play a role in audits; instead, he provides a general overview of the processes involved. He explores the different kinds of audits—from internal and independent audits to the tax audits that are initiated by the government—and reviews key audit and DD processes. Plus, he shares best practices for auditing a company's financial data, business processes, and assets ethically and effectively.	3.8
LinkedIn Learning	Efficient Time Management	1h 31m	Did you know that if you save just one hour per week, you could gain a whole week of uninterrupted time each year? That's the power of time management. This course will help you reclaim those hours by managing your time more efficiently and increasing your professional and personal productivity. Instructor Chris Croft explores how to create a productive environment by establishing systemic approaches for repeating tasks, reducing inefficiency, organizing your work area, and using an effective system to reduce filing. He also discusses how to best create and manage to-do lists, organize the constant influx of information, leverage software to improve efficiency, and manage email. The most efficient people use technology and established systems of organization to manage their tasks and maximize their time. This course shows how to put these time management techniques to work for you.	0

LinkedIn Learning	Critical Thinking	59m	Critical thinking is the ability to think reflectively and independently in order to make thoughtful decisions. By focusing on root-cause issues critical thinking helps you avoid future problems that can result from your actions. In this course, leadership trainer and expert Mike Figliuolo outlines a series of techniques to help you develop your critical thinking skills. He reveals how to define the problem you're trying to solve and then provides a number of critical thinking tools such as blowing up the business, asking the 5 whys and the 7 so whats, exploring the 80/20 rule, and more. He also provides guidance on how to develop this skill across your whole team.	2.4
LinkedIn Learning	Building Trust	54m	Trust is a fundamental aspect of any productive relationship. In business, trust has been proven to decrease turnover, increase innovation, and improve team performance. When trust is compromised, relationships and productivity can suffer. And as remote/hybrid work and globalization create a workforce of employees from different cultures who might never meet face to face, trust is even harder to build and trickier to maintain. In this course, Kelley School of Business senior lecturer Brenda Bailey-Hughes shows how professionals of all kinds can build trust with colleagues across their organization, using three drivers to gauge your trustworthiness: Competency, empathy, and authenticity.	2
LinkedIn Learning	Version Control for Everyone	1h 43m	Think version control is just for programmers? Think again. While version control tools are typically targeted at developers, anyone who works on a computer can benefit from them. Version control is the ultimate safety net, and an ongoing journal of your work. This course aims to empower designers, writers, photographers, teachers, and, yes, developers with the knowledge to integrate version control into their workflows. Instructor Joe Chellman dispels myths about version control and provides a challenge and solution featuring not code, but a novel. He reviews examples of work that's well suited to version control—graphic design, lesson planning, and even WordPress theme development—and shows what's possible when you collaborate with version control tools like GitHub.	0
LinkedIn Learning	SharePoint Online Essential Training: The Basics	2h 1m	In this course, Gini von Courter demonstrates the essential skills you need to work with SharePoint Online. Gini covers essential features such as log in, navigation, use of team and communication sites, editing and coauthoring documents, working with lists, integration with Microsoft 365, and document storage. She begins with basics like logging in and using the start page, then jumps into navigation, permissions, editing your profile, searching in SharePoint Online, posting news, and much more. Gini guides you through using the document library in SharePoint Online, as well as opening, editing, and saving a document. She shows you how to manage documents, view versions, share files, and more. Gini goes over how to use list apps in SharePoint, then finishes up with useful advice on integrating SharePoint Online with Teams and the SharePoint mobile app.	0
LinkedIn Learning	SharePoint for Enterprise: Data Management	1h 41m	Managing data is key to making SharePoint effective and accurate in reporting. In this course, Philip Gold explores the best practices for data management inside SharePoint, and across all SharePoint sites. Learn about the importance of metadata, and how well-formatted lists can perform the heavy lifting you used to do in Excel spreadsheets. Find out how to adjust permissions for sensitive libraries, and use version control to make sure no change is ever irrecoverable. Philip also shows how to create more dynamic views that allow users to sort and filter results, and integrate Excel and Project into your SharePoint data management workflow.	0
LinkedIn Learning	Excel Essential Training (Microsoft 365)	2h 29m	Get up to speed with Microsoft Excel, the world's most popular spreadsheet program. Follow along with Excel expert Dennis Taylor as he demonstrates how to efficiently manage and analyze data with this powerful program. Learn how to enter and organize data, perform calculations with simple functions, and format the appearance of rows, columns, cells, and data. Plus, check out Excel's newly revamped Accessibility Checker that helps you adjust fonts and colors to be more readable and add alt-text for images, to make your workbooks more accessible to people with disabilities. Other lessons cover how to work with multiple worksheets, build charts and PivotTables, sort and filter data, print in Excel, use Microsoft Copilot with Excel, and more.	5.2
LinkedIn Learning	Microsoft 365: Choose the Right Tool for the Job	36m	With the dizzying array of tools included in Microsoft 365, it can be hard to know where to turn for common business tasks. Is it better to organize information in Excel or Microsoft Lists? Should files be shared via OneDrive or SharePoint? What's the best way to communicate with colleagues: Teams, Outlook, or Yammer? In this short course, Nick Brazzi walks through the key features of the most commonly used tools in Microsoft 365, explaining the pros and cons of each for a variety of business tasks. Nick also shares little-known yet powerful uses for standard Office tools like Word and PowerPoint. This course can help you learn to be more efficient with Microsoft 365—no matter what the job.	0
LinkedIn Learning	Outlook Essential Training (Microsoft 365)	1h 48m	Discover how to set up and manage email, calendars, and contacts in the Microsoft 365 version of Microsoft Outlook. Jess Stratton starts this beginner-level course with a tour of the Outlook interface and then covers all the tools and features you need to work as a team, track assignments, and collaborate effectively. After finishing this course, you'll have the knowledge you need to tame your inbox and make the worlds' most widely used email and calendaring app work for you.	0
LinkedIn Learning	Learning Webex Meetings	50m	Looking to get up to speed quickly with Webex, the online meeting and video conferencing app? In this course, staff instructor Jess Stratton shows you how to use Webex to host, run, record, and manage online meetings. Jess begins by demonstrating how to configure your account and understand key terms and concepts, equipping you with the skills you need to know to start scheduling meetings on your own. Get quick tips for hosting, attending, and conducting in-meeting polls with attendees. Along the way, Jess offers practical strategies for collaborating, recording, and reviewing, as well as how to deliver successful Webex presentations every time, regardless if you're the host or a participant.	0
Webex Academy	Webex Foundations - Meetings	50m	Unlock the full potential of Webex Webinars with our new eLearning course! This course is designed to walk users through everything needed to create, prepare for and produce exceptional webinars. Learn how to design the webinar experience, prep your panelists, manage pre / post-production experience, and most importantly direct a great show! This standalone course is part of the Webex Foundations Learning plan and Webex Power User credential. The course is an overview of Webex Webinars.	0

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Date of Event	Location	Time	Event Details
10/25/2024	Art Center 100 N Shoreline Blvd	10am-4pm	The CAO worked together at the Corpus Christi Art Center in the Bay View Room. The team had training on the differences between the Yellow Book and the Red Book. The Yellow Book is issued from the Government Accountability Office and the Red Book is issued from the Institute of Internal Auditors. The staff had lunch together and had the opportunity to tour the Art Center.
TBD	The Art Museum of South Texas 1902 N Shoreline Blvd	TBD	TBD
TBD	Texas State Aquarium 2710 N Shoreline Blvd	TBD	TBD