LAUSD UNIFIED
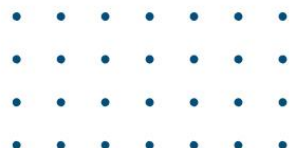
The Personnel Commission's

ORGANIZATIONAL EXCELLENCE

2025 – 2026 SCHOOL YEAR

CATALOG

This page intentionally left blank.

What's New in Professional Development: Enhanced Learning Made Easy

Investing in your professional development is one of the most valuable gifts you can give yourself and your career. The Personnel Commission is proud to offer extensive courses and career-enhancing opportunities to all LAUSD classified employees, helping you enhance technical abilities, develop leadership skills, and explore new career paths.

Our LAUSD Strategic Plan for 2022-2026 includes Pillar 5: Investing in Staff, which acknowledges the importance of recognizing, empowering, and supporting our staff through ongoing professional development and growth opportunities. By continuing your learning journey, you become more skilled and knowledgeable, improving your ability to support LAUSD students as they graduate READY FOR THE WORLD.

What's New: This catalog is now fully online, which means you can get information right away, it's easier to use, and it offers enhanced interactivity. This digital format works perfectly with our new feature: the "Enroll" button. Click on "Enroll" to sign up for any class in the catalog.

Choose from school office technical training, supervisory programs, leadership development, effective work habits, lunch and learn sessions, and general topics. The Personnel Commission also offers a Classified Growth and Development Tool for career planning and goal-setting (see page 28 for details).

We Invite You To Check Out Our

New Programs

NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar

Date(s): 12/04/25

Time: 10:00 AM to 11:00 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

NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar

Date(s): 05/28/26

Time: 2:00 PM to 3:00 PM

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

NEW - Budget Accounting Overview - Webinar

Date(s): 09/18/25 and 2/11/26

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

NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar

Date(s): 09/09/25

Time: 1:00 PM to 3:00 PM

In this session, learn about cumulative records, including their importance, legal requirements, and how to classify them. You will get an overview of the components and resources, study all sections in detail, and learn how to open records for new and transfer students.

ENROLL

NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar

Date(s): 03/04/26 and 6/17/26

Time: 9:30 AM to 11:30 AM

In this session, learn about cumulative records, including their importance, legal requirements, and how to classify them. You will get an overview of the components and resources, study all sections in detail, and learn how to open records for new and transfer students.

ENROLL

NEW - Cumulative Records Procedures for Elementary (Part 2) - Webinar

Date(s): 9/15/25, 3/10/26, and 6/24/26

Time: 9:30 AM to 11:00 AM

In this session, learn how to complete a check-out process for a student. Participants will review the proper way to organize the cumulative records and the retention period. It is highly recommended that participants complete Session One - before attending this session.

ENROLL

For more training resources, visit us at https://www.oetraining.net/.

We Invite You To Check Out Our

New Programs

NEW - Customer Service & Creating a Welcoming Office Environment - Webinar

Date(s): 8/28/25, 11/13/25, 2/26/26, and 5/5/26

Time: 9:30 AM to 11:00 AM

Participants will learn customer service skills. Participants will understand why LAUSD schools need welcoming offices. Self-care and strategies for handling difficult situations will be taught.

ENROLL

NEW - Enrollment Procedures - Elementary (Part 1) - Webinar

Date(s): 08/07/25

Time: 9:30 AM to 11:00 AM

In this session, learn about the requirements for enrollment at LAUSD elementary schools, including a review of the affidavits to facilitate enrollment and the steps to complete intra-district permits.

ENROLL

NEW - Enrollment Procedures - Elementary (Part 1) - Webinar

Date(s): 01/21/26

Time: 1:00 PM to 2:30 PM

In this session, learn about the requirements for enrollment at LAUSD elementary schools, including a review of the affidavits to facilitate enrollment and the steps to complete intra-district permits.

ENROLL

NEW - Enrollment Procedures - Elementary (Part 2) - Webinar

Date(s): 08/12/25 and 1/28/26

Time: 9:30 AM to 11:00 AM

In this session, participants will review each enrollment form that must be included in the enrollment packets at all LAUSD Elementary Schools. In addition, participants will review the entire enrollment process.

ENROLL

NEW - Enrollment Procedures - Secondary - Forms Only - Webinar

Date(s): 08/21/25 and 4/16/26

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

NEW - Essentials of Current Time Reporting - Webinar

Date(s): 11/18/25

Time: 9:30 AM to 11:30 AM

Participants will learn up-to-date payroll concepts, absences and attendance type codes, time reporting corrections process, and will review common SAP time entry reports.

ENROLL

We Invite You To Check Out Our

New Programs

NEW - Essentials of Current Time Reporting - Webinar

Date(s): 03/10/26

Time: 1:00 PM to 3:00 PM

Participants will learn up-to-date payroll concepts, absences and attendance type codes, time reporting corrections process, and will review common SAP time entry reports.

ENROLL

NEW - P-Card: Reconciliation Procedures and Practical Scenarios - Webinar

Date(s): 10/28/25 and 5/12/26

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

NEW - Secondary Office Procedures for School Administrative Assistants - Webinar

Date(s): 11/20/25 and 3/24/26

Time: 9:30 AM to 11:30 AM

This workshop will help participants identify common organizational barriers that prevent productivity. There will be techniques to help organize documents related to payroll, an explanation about the record retention period, and how to manage the Procurement Card (P-Card) and Shopping Cart.

ENROLL

NEW - Student Body Accounting - Elementary - Introductory - Webinar

Date(s): 08/04/25 and 11/17/25

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

NEW – Student Body Accounting - Secondary - Reconciliation - Webinar

Date(s): 10/16/25

Time: 9:00 AM to 11:00 AM

This workshop will provide participants with Student Body Policies and Procedures to reconcile the Student Body Account for the Secondary Schools that use the Student Body Ledger. You will become familiar with the basic steps to complete the mandated monthly and quarterly reports.

ENROLL

NEW – Student Body Accounting - Secondary - Reconciliation - Webinar

Date(s): 03/12/26

Time: 9:30 AM to 11:30 AM

This workshop will provide participants with Student Body Policies and Procedures to reconcile the Student Body Account for the Secondary Schools that use the Student Body Ledger. You will become familiar with the basic steps to complete the mandated monthly and quarterly reports.

ENROLL

For more training resources, visit us at https://www.oetraining.net/.

We Invite You To Check Out Our

New Programs

NEW - Time Reporting: Key Fundamentals - Webinar

Date(s): 11/4/25, 2/18/26, and 6/4/26

Time: 9:30 AM to 11:30 AM

Learn Time Report and Time Approver responsibilities, get familiar with payroll concepts, learn the different payroll calendar, define attendance and absence codes, and summarize benefits time projections.

ENROLL

This page intentionally left blank.

Inside

YOUR GUIDE TO THIS CATALOG

SCHOOL OFFICE TECHNICAL 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.

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

Date(s): 12/02/25 and 6/22/26

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): 10/23/25 and 3/19/26

Time: 9:30 AM to 11:30 AM

If you want to enhance your skills in School Front end, then this class if for you. You will learn how to create budget adjustments, how to add a New Position and new Non-Position Line. You will also learn how to move dollars from one budget line to another.

ENROLL

Budget Accounting - Hyperlinked Control Sheets - Webinar

Date(s): 08/27/25

Time: 9:30 AM to 11:30AM

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): 11/05/25 and 3/11/26

Time: 9:30 AM to 11:00 AM

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-Hyperlinked Control Sheets-Maintenance - Webinar

Date(s): 11/12/25 and 4/28/26

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

Cumulative Records for Secondary - Maintenance - Webinar

Date(s): 09/11/25 and 2/12/26

Time: 9:30 AM to 11:30 AM

After attending this course, 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

SCHOOL OFFICE STAFF TRAINING

Contact us: 📞 (213) 241 - 3440 | ✉ oetraining@lausd.net

SCHOOL OFFICE STAFF TRAINING

Cumulative Records for Secondary End of Year Procedures – Webinar

Date(s): 05/14/26 and 6/18/26

Time: 9:30 AM to 11:30 AM

After attending this course, 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

Elementary Office Procedures for Office Technicians – Webinar

Date(s): 9/3/25, 1/14/26, and 3/17/26

Time: 9:30 AM to 11:30 AM

In this session, the 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

Goal Setting & Time Management for School Office Staff – Webinar

Date(s): 11/06/25

Time: 9:30 AM to 11:30 AM

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

Goal Setting & Time Management for School Office Staff – Webinar

Date(s): 03/18/26

Time: 12:30 PM to 2:30 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

NEW – Budget Accounting Overview – Webinar

Date(s): 09/18/25 and 2/11/26

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

NEW – Essentials of Current Time Reporting – Webinar

Date(s): 11/18/25

Time: 9:30 AM to 11:30 AM

Participants will learn up-to-date payroll concepts, absences and attendance type codes, time reporting corrections process, and will review common SAP time entry reports.

ENROLL

NEW - Essentials of Current Time Reporting - Webinar

Date(s): 03/10/26

Time: 1:00 PM to 3:00 PM

Participants will learn up-to-date payroll concepts, absences and attendance type codes, time reporting corrections process, and will review common SAP time entry reports.

ENROLL

NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar

Date(s): 09/09/25

Time: 1:00 PM to 3:00 PM

In this session, learn about cumulative records, including their importance, legal requirements, and how to classify them. You will get an overview of the components and resources, study all sections in detail, and learn how to open records for new and transfer students.

ENROLL

NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar

Date(s): 03/04/26 and 6/17/26

Time: 9:30 AM to 11:30 AM

In this session, learn about cumulative records, including their importance, legal requirements, and how to classify them. You will get an overview of the components and resources, study all sections in detail, and learn how to open records for new and transfer students.

ENROLL

NEW - Cumulative Records Procedures for Elementary (Part 2) - Webinar

Date(s): 9/15/25, 3/10/26, and 6/24/26

Time: 9:30 AM to 11:00 AM

In this session, learn how to complete a check-out process for a student. Participants will review the proper way to organize the cumulative records and the retention period. It is highly recommended that participants complete Session One - before attending this session.

ENROLL

NEW - Enrollment Procedures - Elementary (Part 1) - Webinar

Date(s): 08/07/25

Time: 9:30 AM to 11:00 AM

In this session, learn about the requirements for enrollment at LAUSD elementary schools, including a review of the affidavits to facilitate enrollment and the steps to complete intra-district permits.

ENROLL

NEW - Enrollment Procedures - Elementary (Part 1) - Webinar

Date(s): 01/21/26

Time: 1:00 PM to 2:30 PM

In this session, learn about the requirements for enrollment at LAUSD elementary schools, including a review of the affidavits to facilitate enrollment and the steps to complete intra-district permits.

ENROLL

SCHOOL OFFICE STAFF TRAINING

SCHOOL OFFICE STAFF TRAINING

NEW - Enrollment Procedures - Elementary (Part 2) - Webinar

Date(s): 08/12/25 and 1/28/26

Time: 9:30 AM to 11:00 AM

In this session, participants will review each enrollment form that must be included in the enrollment packets at all LAUSD Elementary Schools. In addition, participants will review the entire enrollment process.

ENROLL

NEW - Enrollment Procedures - Secondary - Forms Only - Webinar

Date(s): 08/21/25 and 4/16/26

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

NEW - P-Card: Reconciliation Procedures and Practical Scenarios - Webinar

Date(s): 10/28/25 and 5/12/26

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

NEW - Secondary Office Procedures for School Administrative Assistants - Webinar

Date(s): 11/20/25 and 3/24/26

Time: 9:30 AM to 11:30 AM

This workshop will help participants identify common organizational barriers that prevent productivity. There will be techniques to help organize documents related to payroll, an explanation about the record retention period, and how to manage the Procurement Card (P-Card) and Shopping Cart.

ENROLL

NEW - Student Body Accounting - Elementary - Introductory - Webinar

Date(s): 08/04/25 and 11/17/25

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

NEW - Student Body Accounting - Secondary - Reconciliation - Webinar

Date(s): 10/16/25

Time: 9:00 AM to 11:00 AM

This workshop will provide participants with Student Body Policies and Procedures to reconcile the Student Body Account for the Secondary Schools that use the Student Body Ledger. You will become familiar with the basic steps to complete the mandated monthly and quarterly reports.

ENROLL

SCHOOL OFFICE STAFF TRAINING

NEW – Student Body Accounting – Secondary – Reconciliation – Webinar

Date(s): 03/12/26

Time: 9:30 AM to 11:30 AM

This workshop will provide participants with Student Body Policies and Procedures to reconcile the Student Body Account for the Secondary Schools that use the Student Body Ledger. You will become familiar with the basic steps to complete the mandated monthly and quarterly reports.

ENROLL

NEW – Time Reporting: Key Fundamentals – Webinar

Date(s): 11/4/25, 2/18/26, and 6/4/26

Time: 9:30 AM to 11:30 AM

Learn Time Report and Time Approver responsibilities, get familiar with payroll concepts, learn the different payroll calendar, define attendance and absence codes, and summarize benefits time projections.

ENROLL

P-Card Policies and Procedures – Webinar

Date(s): 10/14/25 and 4/21/26

Time: 9:30 AM to 11:30 AM

In this program, we will go over the P-Card policies and procedures, learn the cardholder and approving official's role and responsibilities, P-Card reconciliation procedures, do's and don'ts, and organization of records.

ENROLL

School Business Services Panel (Part I) – Webinar

Date(s): 10/07/25 and 2/3/26

Time: 12:30 PM to 3:30 PM

School Business Service Panel: Attend a panel to obtain school operations answers. A panel from School Fiscal Services, Procurement, Integrated Disability Management, Payroll, Pupil Services, and Attendance will answer your questions and provide important information.

ENROLL

School Business Services Panel (Part II) – Webinar

Date(s): 10/21/25 and 2/17/26

Time: 12:30 PM to 3:30 PM

School Business Service Panel: Attend a panel to obtain school operations answers. A panel from School Fiscal Services, Procurement, Integrated Disability Management, Payroll, Pupil Services, and Attendance will answer your questions and provide important information.

ENROLL

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

Date(s): 12/10/25 and 1/22/26

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

SCHOOL OFFICE STAFF TRAINING

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

Date(s): 4/14/26, 5/13/26, and 6/2/26

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): 01/27/26

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): 9/30/25, 12/8/25, and 3/3/26

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 – Secondary – End of the Year Procedures – Webinar

Date(s): 06/11/26

Time: 9:30 AM to 11:30 AM

Participants will become familiar with the Student Body end of the school year closing procedures at the Secondary level according to the LAUSD Publication 465 and the LAUSD yearly reference guide regarding the End of the Year Closing Procedures. They will thoroughly describe the process.

ENROLL

Student Body Accounting – Secondary – Opening Procedures – Webinar

Date(s): 08/07/25

Time: 9:30 AM to 11:00 AM

This workshop will provide participants the Student Body Policies and Procedures to start the new school year at the Secondary level. They will define the Associated Student Body and understand why the secondary schools must have a Student Body Account.

ENROLL

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

Date(s): 05/26/26

Time: 9:30 AM to 11:00 AM

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

ENROLL

For more training resources, visit us at https://www.oetraining.net/.

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

Date(s): 12/16/25 and 6/23/26

Time: 9:30 AM to 11:30 AM

Are you confused about what documentation to submit for Employees Paid with Federal and State Categorical Program? Then this class may be for you. In this session, learn how to complete all of the required documentation for Employees Paid with Federal and State Categorical Programs.

ENROLL

Time Reporting Fundamentals - Lump Sum Differentials Using the Employee List by Cost Center - Webinar

Date(s): 01/21/26 and 6/10/26

Time: 9:30 AM to 11:30 AM

Learn how to time report Lump Sum Payment Differentials.

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 2025-2026 OFFICE HOURS

Supporting School Administrative Assistants and Clerical Staff

Fridays | 9:00 AM - 10:00 AM
August 2025 to June 2026

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

OE Organizational Excellence

📞 213-241-3440

✉️ oetraining@lausd.net

WELCOME
NEW LAUSD
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 classes are from 8:30 AM to 1:00 PM)

GENERAL ORIENTATION

- August 21, 2025
- September 18, 2025
- October 23, 2025
- November 20, 2025
- December 18, 2025
- January 22, 2026
- February 19, 2026
- March 19, 2026
- April 23, 2026
- May 7, 2026
- June 9, 2026

ORIENTATION FOR SEIU MEMBERS

- August 27, 2025
- September 24, 2025
- October 29, 2025
- November 19, 2025
- December 17, 2025
- January 28, 2026
- February 25, 2026
- March 25, 2026
- April 29, 2026
- May 27, 2026

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

CLASSIFIED CAREER ACADEMY

Enhance your Career Skills Today!

Our academy and certificate programs are designed to strengthen job-related skills in diverse areas. Delivered as a series of on-line classes, our programs allow participants to gain expertise in critical business topics at their own pace.

Classified Career Academy: Examination Preparation - Webinar

Date(s): 09/09/25 and 2/3/26

Time: 9:00 AM to 11:00 AM

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

ENROLL

Classified Career Academy: Interview Success - Webinar

Date(s): 09/16/25 and 2/10/26

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): 08/26/25 and 1/20/26

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: Mapping Promotional Pathways - Webinar

Date(s): 09/23/25 and 2/17/26

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): 09/02/25 and 1/27/26

Time: 9:00 AM to 11:00 AM

This course is designed to equip you with the essential skills needed to create a professional and effective resume. 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 will provide you with the basic tools.

ENROLL

CLASSIFIED CAREER ACADEMY

Contact us: (213) 241 - 3440 | oetraining@lausd.net

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.

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

Date(s): 10/01/25 and 4/22/26

Time: 9:00 AM to 12:00 PM

Supervisors, do you have a plan to manage existing employees and orient new hires to ensure success from the start? This course provides an overview of the supervisor role and what makes a competent supervisor.

ENROLL

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

Date(s): 10/29/25 and 4/29/26

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): 10/22/25 and 5/27/26

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): 10/08/25 and 6/10/26

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): 11/12/25 and 6/3/26

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): 10/15/25 and 5/6/26

Time: 9:00 AM to 12:00 PM

Performance management is one of our district managers' and supervisors' most important duties. Join us in exploring: good staff management, effective evaluation principles, and recognizing and boosting employee potential.

ENROLL

EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM I

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

Date(s): 01/22/26

Time: 12:30 PM to 3:30 PM

Performance management is one of our district managers' and supervisors' most important duties. Join us in exploring good staff management, effective evaluation principles, and recognizing and boosting employee potential.

ENROLL

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

Date(s): 11/05/25 and 5/13/26

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 need conflict resolution and problem-solving skills to succeed in every job, so register today.

ENROLL

Exceptional Supervisor Certificate Program II

Being effective as a supervisor and meeting the daily challenges of your position depends on your ability to lead, motivate, plan, prioritize, and delegate! Classes in this series are designed to build upon the concepts introduced in the Exceptional Supervisor Certificate Program I.

EXCEPTIONAL SUPERVISOR CERTIFICATE PROGRAM II

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

Date(s): 11/3/25 and 3/2/26

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): 12/11/25

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

Collective Bargaining Agreements (Level II Supervisory Class) - Webinar

Date(s): 10/16/25 and 5/14/26

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): 06/02/26

Time: 9:00 AM to 11:00 AM

Most of us are taught to treat others fairly from a young age, but what does it mean at work? In particular, how does fairness affect supervision? This webinar defines fairness in supervisor-employee relationships and examines its benefits.

ENROLL

Succession Planning (Level II Supervisory Class) - Webinar

Date(s): 12/03/25

Time: 9:00 AM to 11:00 AM

This course will help you identify, prepare and develop future leaders more effectively. You will learn the step-by-step process for implementing and facilitating a robust succession planning process. We will share a toolkit with templates that you can use to develop your succession plans.

ENROLL

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

Date(s): 10/2/25, 1/21/26, 2/24/26, and 3/24/26

Time: 9:00 AM to 12:00 PM

Supervisors can oversee staff effectively via the Classified evaluation process. This workshop covers an overview of performance appraisals, evaluating probationary and permanent employees, how to fill out the online form, and more.

ENROLL

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 sessions. Participants may enroll in all courses and will earn a certificate, or may enroll in individual courses.

EMERGING LEADERS

Data and Strategy in Leadership - Webinar

Date(s): 2/19/26, 2/26/26, and 3/5/26

Time: 12:30 PM to 2:30 PM

Data is a critical tool for business leaders as it aids our leaders as they make critical operating decisions, focus on process improvement, and set and meet ambitious business goals. This course will focus on the strategic utilization of data and how to make calculated decisions using it.

ENROLL

Impactful Conversations - Webinar

Date(s): 10/30/25, 11/6/25, 11/13/25, and 11/20/25

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): 01/22/26 and 1/29/26

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): 05/07/26 and 5/14/26

Time: 12:30 PM to 2:30 PM

As we invest in this critical resource, we must ensure the successful management of LAUSD's staff as it is critical to ensure operational effectiveness. This course explores talent management strategies and practices that will enable LAUSD leaders to best identify current, and retain exceptional.

ENROLL

The Effective Leader - Webinar

Date(s): 9/18/25, 9/25/25, and 10/2/25

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.

ENROLL

The Language of Leadership - Webinar

Date(s): 4/9/26, 4/16/26, and 4/23/26

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

For more training resources, visit us at https://www.oetraining.net/.

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.

GENERAL COURSES

Building Accountability for Career Success – Webinar

Date(s): 10/29/25 and 3/10/26

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): 12/10/25, 3/10/26, and 4/7/26

Time: 10:00 AM to 11:00 AM

As a supervisor, the Classified Growth & Development (CGD) Online App lets you supervise your employees' professional development. Supervisors can learn how to evaluate employees, provide training and growth opportunities, and measure progress throughout the year.

ENROLL

Coaching and Feedback in Performance Management – Webinar

Date(s): 11/05/25 and 6/9/26

Time: 9:00 AM to 11:00 AM

This course is designed to equip participants with the essential skills and strategies needed to effectively coach and provide constructive feedback to individuals within a professional setting.

ENROLL

Critical Thinking Strategies for Better Decisions – Webinar

Date(s): 10/29/25 and 2/19/26

Time: 12:30 PM to 3:30 PM

In this course, you will learn how to think critically by cultivating your problem-solving skills. You will discover strategies and methods for making complex decisions. This will enable you to detect inconsistencies and common mistakes in reasoning.

ENROLL

Fish Philosophy – Webinar

Date(s): 12/03/25

Time: 9:00 AM to 11:00 AM

This course centers around four core principles: Play, Make Their Day, Be There, and Choose Your Attitude, designed to foster a lively and engaging work environment. Learn how to enjoy their work, create memorable experiences for colleagues and customers, be fully present in their interactions.

ENROLL

Goal Achievement Planning: Guarantee You Accomplish Your Goals – Webinar

Date(s): 10/15/25 and 3/3/26

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

For more training resources, visit us at https://www.oetraining.net/.

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

Date(s): 09/30/25 and 5/7/26

Time: 9:00 AM to 11:00 PM

This 2-hour webinar will help participants consistently deliver highly successful presentations. They will learn the mindsets, skillsets, and toolsets to better inform, influence, and persuade others in today's knowledge-based world.

ENROLL

NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar

Date(s): 12/04/25

Time: 10:00 AM to 11:00 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

NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar

Date(s): 05/28/26

Time: 2:00 PM to 3:00 PM

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

NEW - Customer Service & Creating a Welcoming Office Environment - Webinar

Date(s): 8/28/25, 11/13/25, 2/26/26, and 5/5/26

Time: 9:30 AM to 11:00 AM

Participants will learn customer service skills. Participants will understand why LAUSD schools need welcoming offices. Self-care and strategies for handling difficult situations will be taught.

ENROLL

Project Management Essentials for Non-Project Managers - Webinar

Date(s): 12/10/25 and 4/9/26

Time: 12:30 PM to 3:30 PM

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. In this interactive webinar, you'll learn proven project management techniques to plan.

ENROLL

The Power of Small Habits - Webinar

Date(s): 12/18/25 and 3/5/26

Time: 12:30 PM to 2:30 PM

In this training, learn how to identify and cultivate habits that foster success, productivity, and overall well-being.

ENROLL

GENERAL COURSES

Unleashing the Power of Artificial Intelligence in Business - Webinar

Date(s): 09/17/25

Time: 9:00 AM to 11:00 AM

In this training, we will explore the practical applications of AI in business and uncover strategies to maximize it's potential for enhanced efficiency. We will delve into various use cases such as automating repetitive tasks, optimizing decision-making processes, and enhancing data analysis.

ENROLL

Unleashing the Power of Artificial Intelligence in Business - Webinar

Date(s): 02/05/26

Time: 12:30 PM to 2:30 PM

In this training, we will explore the practical applications of AI in business and uncover strategies to maximize it's potential for enhanced efficiency. We will delve into various use cases such as automating repetitive tasks, optimizing decision-making processes, and enhancing data analysis.

ENROLL

RETIREMENT PLANNING
Workshop for Classified Employees

WEBINAR

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 15, 2025
- August 12, 2025
- September 16, 2025
- October 21, 2025
- December 9, 2025
- January 13, 2026

- February 17, 2026
- March 17, 2026
- April 14, 2026
- May 12, 2026
- June 16, 2026

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.
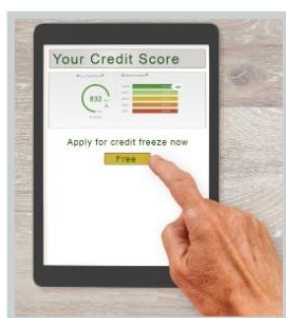
Consumer Lending - Understanding Your Credit Report & Credit Score - Webinar

Date(s): 11/04/25 and 4/14/26   **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): 10/07/25 and 3/10/26   **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): 09/09/25 and 1/13/26   **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

Learning At Your Convenience

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?

Our Library Contains Classes in all of these Subject Areas

- ✔ Business Productivity
- ✔ Change Management
- ✔ Critical Thinking
- ✔ Creative Thinking
- ✔ Communication Skills
- ✔ Customer Service
- ✔ Ethics
- ✔ Inclusiveness
- ✔ Interpersonal Effectiveness
- ✔ Leadership
- ✔ Personal Effectiveness
- ✔ Project Management
- ✔ Technology
- ✔ Supervision
- ✔ Wellness

CLASSES BY DATE

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

OCTOBER
2025 CLASSES

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

2	The Effective Leader - Webinar

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

7	Real Estate –The California Dream- Homebuyer Education - Webinar

7	School Business Services Panel (Part I) - Webinar

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

14	P-Card Policies and Procedures - Webinar

15	Goal Achievement Planning: Guarantee You Accomplish Your Goals - Webinar

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

16	Collective Bargaining Agreements (Level II Supervisory Class) - Webinar

16	NEW – Student Body Accounting - Secondary - Reconciliation - Webinar

21	Retirement Planning Workshop for Classified Employees Live - Webinar

21	School Business Services Panel (Part II) - Webinar

22	Communicating Effectively (Level I Supervisory Class) - Webinar

23	Budget Accounting - Adjustment in School Front End - Webinar

28	NEW - P-Card: Reconciliation Procedures and Practical Scenarios - Webinar

29	Building Accountability for Career Success - Webinar

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

29	Critical Thinking Strategies for Better Decisions - Webinar

30	Impactful Conversations - Webinar

For more training resources, visit us at https://www.oetraining.net/.

NOVEMBER
2025 CLASSES

4	Consumer Lending - Understanding Your Credit Report & Credit Score - Webinar
4	NEW - Time Reporting: Key Fundamentals - Webinar
5	Budget Accounting - School Front End Reports - Webinar
5	Coaching and Feedback in Performance Management - Webinar
5	Strengthening Relationships by Managing Conflicts in a Diverse Workplace (Level I Supervisory Class) - Webinar
6	Goal Setting & Time Management for School Office Staff - Webinar
6	Impactful Conversations - Webinar
12	Budget Accounting-Hyperlinked Control Sheets-Maintenance - Webinar
12	Motivating Your Staff (Level I Supervisory Class) - Webinar
13	Impactful Conversations - Webinar

13	NEW - Customer Service & Creating a Welcoming Office Environment - Webinar
17	NEW - Student Body Accounting - Elementary - Introductory - Webinar
18	NEW - Essentials of Current Time Reporting - Webinar
20	Impactful Conversations - Webinar
20	NEW - Secondary Office Procedures for School Administrative Assistants - Webinar

DECEMBER
2025 CLASSES

2	Best Practices for Elementary School Administrative Assistants (SAAs) - Webinar	**16**	Time Reporting Fundamentals - Employees Paid with Federal and State Categorical Programs - Webinar
3	Fish Philosophy - Webinar	**18**	The Power of Small Habits - Webinar
3	Succession Planning (Level II Supervisory Class) - Webinar		
4	NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar		
8	Student Body Accounting - Elementary - Intermediate - Webinar		
9	Retirement Planning Workshop for Classified Employees Live - Webinar		
10	Classified Growth and Development Tool - Webinar		
10	Project Management Essentials for Non-Project Managers - Webinar		
10	Secondary Office Procedures for Office Technicians & Sr. Office Technicians - Webinar		
11	Change Management (Level II Supervisory Class) - Webinar		

For more training resources, visit us at https://www.oetraining.net/.

JANUARY
2026 CLASSES

13 — Retirement Planning Workshop for Classified Employees Live - Webinar

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

14 — Elementary Office Procedures for Office Technicians - Webinar

20 — Classified Career Academy: Job Application 101 - Webinar

21 — NEW - Enrollment Procedures - Elementary (Part 1) - Webinar

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

21 — Time Reporting Fundamentals - Lump Sum Differentials Using the Employee List by Cost Center - Webinar

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

27 — Classified Career Academy: Resume Basics - Webinar

27 — Student Body Accounting - Elementary - Intermediate - Webinar

28 — NEW - Enrollment Procedures - Elementary (Part 2) - Webinar

29 — Leading Change - Webinar

FEBRUARY
2026 CLASSES

3	Classified Career Academy: Examination Preparation - Webinar
3	School Business Services Panel (Part I) - Webinar
5	Unleashing the Power of Artificial Intelligence in Business - Webinar
10	Classified Career Academy: Interview Success - Webinar
11	NEW - Budget Accounting Overview - Webinar
12	Cumulative Records for Secondary - Maintenance - Webinar
17	Classified Career Academy: Mapping Promotional Pathways - Webinar
17	Retirement Planning Workshop for Classified Employees Live - Webinar
17	School Business Services Panel (Part II) - Webinar
18	NEW - Time Reporting: Key Fundamentals - Webinar

19	Critical Thinking Strategies for Better Decisions - Webinar
19	Data and Strategy in Leadership - Webinar
22	Leading Change - Webinar
24	The Evaluation Process for Classified Employees (Level II Supervisory Class) - Webinar
26	Data and Strategy in Leadership - Webinar
26	NEW - Customer Service & Creating a Welcoming Office Environment - Webinar

For more training resources, visit us at https://www.oetraining.net/.

MARCH
2026 CLASSES

3 Goal Achievement Planning: Guarantee You Accomplish Your Goals - Webinar	**11** Budget Accounting - School Front End Reports - Webinar
3 Student Body Accounting - Elementary - Intermediate - Webinar	**12** NEW – Student Body Accounting - Secondary - Reconciliation - Webinar
4 NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar	**17** Elementary Office Procedures for Office Technicians - Webinar
5 Data and Strategy in Leadership - Webinar	**17** Retirement Planning Workshop for Classified Employees Live - Webinar
5 The Power of Small Habits - Webinar	**18** Goal Setting & Time Management for School Office Staff - Webinar
10 Building Accountability for Career Success - Webinar	**19** Budget Accounting - Adjustment in School Front End - Webinar
10 Classified Growth and Development Tool - Webinar	**24** NEW - Secondary Office Procedures for School Administrative Assistants - Webinar
10 NEW - Essentials of Current Time Reporting - Webinar	**24** The Evaluation Process for Classified Employees (Level II Supervisory Class) - Webinar
10 NEW - Cumulative Records Procedures for Elementary (Part 2) - Webinar	
10 Real Estate –The California Dream- Homebuyer Education - Webinar	

APRIL
2026 CLASSES

7	Classified Growth and Development Tool - Webinar		**23**	The Language of Leadership - Webinar
9	Project Management Essentials for Non-Project Managers - Webinar		**28**	Budget Accounting-Hyperlinked Control Sheets-Maintenance - Webinar
9	The Language of Leadership - Webinar		**29**	Business Writing for Supervisors (Level I Supervisory Class) - Webinar
14	Consumer Lending - Understanding Your Credit Report & Credit Score - Webinar			
14	Retirement Planning Workshop for Classified Employees Live - Webinar			
14	Student Body Accounting - Elementary - End of the Year Procedures - Webinar			
16	NEW - Enrollment Procedures - Secondary - Forms Only - Webinar			
16	The Language of Leadership - Webinar			
21	P-Card Policies and Procedures - Webinar			
22	The Role of the Supervisor & Supervisor's Handbook for Orienting New Employees (Level I Supervisory Class) - Webinar			

For more training resources, visit us at https://www.oetraining.net/.

MAY
2026 CLASSES

5	NEW - Customer Service & Creating a Welcoming Office Environment - Webinar
6	Performance Management - The No Surprises Approach to Good Management (Level I Supervisory Class) - Webinar
7	Managing Talent - Webinar
7	Mastering the Art of Effective Presentations for Classified School District Employees - Webinar
12	NEW - P-Card: Reconciliation Procedures and Practical Scenarios - Webinar
12	Retirement Planning Workshop for Classified Employees Live - Webinar
13	Strengthening Relationships by Managing Conflicts in a Diverse Workplace (Level I Supervisory Class) - Webinar
13	Student Body Accounting - Elementary - End of the Year Procedures - Webinar
14	Collective Bargaining Agreements (Level II Supervisory Class) - Webinar
14	Cumulative Records for Secondary End of Year Procedures - Webinar

26	Time Reporting Fundamentals - Creating Time Cards With the Position with Incumbent Report - Webinar
27	Communicating Effectively (Level I Supervisory Class) - Webinar
28	NEW - AI In Action: Strategies, Tools, and Use Cases - Webinar

Contact us: 📞 (213) 241 - 3440 | ✉ oetraining@lausd.net

JUNE
2026 CLASSES

2	Student Body Accounting - Elementary - End of the Year Procedures - Webinar	**22**	Best Practices for Elementary School Administrative Assistants (SAAs) - Webinar
3	Motivating Your Staff (Level I Supervisory Class) - Webinar	**23**	Time Reporting Fundamentals - Employees Paid with Federal and State Categorical Programs - Webinar
4	NEW - Time Reporting: Key Fundamentals - Webinar	**24**	NEW - Cumulative Records Procedures for Elementary (Part 2) - Webinar
9	Coaching and Feedback in Performance Management - Webinar		
10	HR and the Law (Level I Supervisory Class) - Webinar		
10	Time Reporting Fundamentals - Lump Sum Differentials Using the Employee List by Cost Center - Webinar		
11	Student Body Accounting - Secondary - End of the Year Procedures - Webinar		
16	Retirement Planning Workshop for Classified Employees Live - Webinar		
17	NEW - Cumulative Records Procedures for Elementary (Part 1) - Webinar		
18	Cumulative Records for Secondary End of Year Procedures - Webinar		

For more training resources, visit us at https://www.oetraining.net/.

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.

Schools
FEDERAL CREDIT UNION

Who Are We? *We were founded by LAUSD employees in 1939.*

Established in 1939, we are a not-for-profit financial cooperative founded by a group LAUSD and LACCD employees. Our field of membership is exclusively focused on serving our community. This specialization enables us to offer meticulously crafted financial products and services tailored to the membership. Unlike traditional for-profit banks driven by shareholder interests, our foremost objective is your financial well-being, both in savings and earnings.

Current Promotions!

- Rate Reduction Auto Loan [1]
  (reduce your current or offered rate by 2%!)*

- 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 months [2]
  (Borrow up to $2,500)

- VISA Credit Card - **5.99%** APR [6]
  (Transaction from 10/1/24 - 12/31/24)

- Mortgage Programs [5]

- Relationship Certificate **5.90%** APY [7]
  for 12 month (5.75% Rate)

And so much more...

- Free Checking
- Free Savings / Holiday Account / U Name It!
- Individual Retirement Accounts
- Debt Consolidation Loan
- Non Variable - Visa Credit Card
- Personal Loan (Special Occasions)
- Credit Builder / Rebuilder Loan Programs
- Auto Buying Services

More Branch & ATM access than most![+]

Nationwide Branch and ATM Access

- +5,000 Nationwide Branches (Service Centers)
- +30,000 Surcharge Free ATMs

As of 10/1/2024, all applications are subject to approval. Rates are subject to change. The actual terms will vary based on the borrower's or borrowers' characteristics. 1 Floor rate at 5.00% 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 certificated). 5 Visit our Home Loan Center at www.SchoolsFCU.org. 6 Transaction must post between October 1, 2024 - December 31, 2024. Promotional rate is valid on new transactions, including balance transfers. Cash advances and cash like transaction do not qualify. Any unpaid balance will revert to the normal rate, which ranges between 8.5% - 18% on January 1, 2026. 7 Minimum deposit of $5,000 – Maximum deposit of $100,000. eStatement enrollment required, $500 in share savings, $500 in checking, have direct deposit/payroll deduction, maintain $15,000 in combined loan balances. + Access provided by COOP Shared Branch and ATM Network.

www.SchoolsFCU.org
(866) 459-2345

Federally insured by the NCUA | Supplementary coverage is provided by ASI.

IS THERE A SPECIAL CLASSIFIED EMPLOYEE YOU WOULD LIKE TO RECOGNIZE?

The Everyday Heroes Program welcomes nominations from everyone, including employees, supervisors, parents, and visitors, to recognize and celebrate the dedication and exceptional contributions of our classified employees.

NOMINATE A HERO TODAY!

EVERYDAY HEROES

🌐 https://oelausd.org/employee-recognition

📷 @lausdclassifiedeverydayheroes

✖ @LAUSDClassEH

DO YOU WANT TO BRING TRAINING TO YOUR OWN CAMPUS OR OFFICE?

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.

Have a group of 15 or more? Contact us to learn more about our programs.

Customized Training

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

Connect with us to find out more about our customized training services. Please note that fees may apply.

Get in Touch with Us

☎ 213-241-3440

🌐 www.oetraining.net

@ oetraining@lausd.net

The Personnel Commission's

ORGANIZATIONAL
EXCELLENCE

2025 – 2026 SCHOOL YEAR

CATALOG

(213) 241-3440

oetraining.net

oetraining
@lausd.net