



# SMALL CITIES ORGANIZED RISK EFFORT **ONLINE COURSE CATALOG**



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



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# BUSINESS SKILLS

## COMMUNICATION

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

### Communicating Up

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

## COMPUTER SKILLS

- Strategic Brand Management

## CONFLICT RESOLUTION

- Conflict Resolution

### Resolving Conflicts

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

## FINANCE

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

## GENERAL

- An Entrepreneur's Guide to Networking
- Business Dining Etiquette
- Brain Bites - Organizing Your Files

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

### Business Execution

- Execution Strategies
- Inspiring Excellence
- Turning Ideas into Actions

### Improving Work Habits

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

### Supporting Change

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

## HEALTH & WELLNESS

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

## LEADERSHIP

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

- Transition to Leadership

#### Basics of Leadership

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

#### Communication Essentials

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

#### Effective Delegation

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

#### Leadership Essentials

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

### **MANAGING PEOPLE**

- Appraising Performance
- Coaching with Confidence
- Developing Your Leadership Style
- Employee Discipline
- Fundamentals of Business Crisis Management
- Internet and Computer Policy
- Managing Contractors and Temporary Employees
- Managing Technical Professionals
- Motivating Employees
- Rewarding Peak Performers

#### Coaching Job Skills

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

#### Developing Performance Goals & Standards

- The Value of Planning

- Creating Performance Standards
- Your Path to Developing Performance Goals and Standards
- Mastering Developing Performance Goals and Standards
- Developing Performance Goals and Standards Health Check

#### Effective Discipline

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

#### IT Pro to Manager

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

#### Management

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

#### Management 101

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

#### Managing Complaints

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

#### Multigeneration Management

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

#### Performance Management

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

## Providing Performance Feedback

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

# EMERGENCY MEDICAL SERVICES

Vector Solutions offers a comprehensive catalog of online EMS continuing education courses that are accepted in most states. Our courses allow first responders, EMT-Basics, EMT-Intermediates and EMT-Paramedics to complete their continuing education requirements in an engaging and easy-to-use format.

## PREPARATORY

- Clinical Decision-Making
- Common Infectious Pathogens
- Communication and Documentation
- Cultural Diversity for EMS Providers
- Diet & Nutrition
- Emergency Responder Rehabilitation for the EMT
- Emergency Responder Rehabilitation for the Paramedic Advanced
- Ethics for the EMS Provider (BLS)
- Functional Approach to Physical Fitness for Emergency Responders
- Health & Wellness
- HIPAA Awareness
- The Human Body Part 1: Critical Systems
- The Human Body Part 1: Critical Systems Advanced
- The Human Body Part 2: Other Systems
- The Human Body Part 2: Other Systems Advanced
- Infectious Disease Control
- Medical, Ethical, and Legal Issues
- Protecting Yourself from Influenza
- Slips, Trips and Falls
- Therapeutic Communications
- Workplace Stress

## AIRWAY

- Advanced Airways: Intubation and Beyond (2 hours)
- Airway Management Advanced (2 hours)
- Airway Management Basic
- Blind Nasotracheal Intubation
- Capnography
- Introduction to Capnography Advanced
- Mechanics of Breathing
- Orotracheal Intubation
- Respiratory System A&P Review
- Suctioning the Patient Airway
- Supplemental Oxygen
- Tracheostomies Advanced

## PATIENT ASSESSMENT

- Assessing the Patient with Major Trauma
- Grey Area Calls
- Patient Assessment Advanced
- Patient Assessment Basic
- Rapid Secondary Assessment
- Special Challenges in Patient Assessment

## MEDICAL

- Acute Coronary Syndromes
- Acute Respiratory Distress Syndrome Advanced
- Allergic Reaction Management
- Allergies and Anaphylaxis Advanced
- Allergies and Anaphylaxis Basic
- Altered Mental Status Advanced
- Altitude Emergencies
- Altitude Illness
- Altitude Illness Advanced
- Aquatic Emergencies
- Asthma Advanced
- Asthma Part 1
- Asthma Part 2
- Behavioral Emergencies Advanced
- Behavioral Emergencies Basic
- Calcium Channel Blocker Overdose
- Calcium Channel Blocker Overdose Advanced
- Carbon Monoxide Poisoning
- Cardiac Emergencies Advanced
- Cardiac Emergencies Basic
- Cardiovascular Anatomy & Physiology Review
- Complementary and Alternative Medicine Advanced
- Complementary and Alternative Medicine Basic
- Complete Resuscitation: Integrating Post-Care Advanced
- Cyanide Poisoning
- Cyanide Poisoning Advanced
- Date Rape Drugs
- Death and Dying Advanced
- Dementia
- Dementia Advanced
- Dementia: Overview, Assessment, and Care
- Detailed Physical Exam
- Diabetic Ketoacidosis Advanced
- Disease Conditions of Chronic Alcoholism Advanced
- Ecstasy Abuse Management
- Ecstasy Abuse Management Advanced
- Endocrine System Emergencies Advanced
- Epilepsy
- Fundamentals of 12 Lead ECG Operation and Interpretation
- HazMat Medical Emergencies Advanced
- H1N1 (Swine Flu)
- Heat Illness and Emergencies
- Hematology
- HIV/AIDS Awareness
- Immunology
- Intraosseous Infusion Advanced
- Intro to Arrhythmias: Escape Rhythms and Premature Complexes
- Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation
- Managing Cardiac Arrest: During and After Resuscitation
- Medication Errors

- Methamphetamine
- MRSA Infections
- Myths and Realities of Drug Seeking Behavior Advanced
- Myths and Realities of Drug Seeking Behavior Basic
- Narcotics Overdose for the EMT
- Narcotics Overdose for the Paramedic Advanced
- Non-Traumatic Abdominal Injuries
- Non-Traumatic Chest Pain
- Obstetrical Emergencies Advanced (2 hours)
- Operating an AED
- Over the Counter Drug Overdoses Advanced
- Pain Management
- Pain Management Advanced
- Pain Transmission, Perception, and Assessment
- Pain Transmission, Perception, and Assessment Advanced
- Pharmacology Advanced
- Pharmacology Basic
- Pharmacology & Drug Administration
- Pharmacology Special Considerations
- Pharmacology Special Considerations Advanced
- Poisoning and Overdose
- Poisons and Toxins Part 1
- Poisons and Toxins Part 1 Advanced
- Poisons and Toxins Part 2
- Poisons and Toxins Part 2 Advanced
- Prehospital Pulmonary Embolism Care
- Recognition and Management of Over the Counter Drug Overdoses
- Renal Failure Advanced
- Respiratory Emergencies Advanced
- Respiratory Emergencies Basic
- TCA Overdose
- TCA Overdose Advanced
- Toxicology and Substance Abuse Advanced
- Understanding the Basics of ECGs

## **TRAUMA**

- Abdominal Trauma
- Abdominal Trauma Advanced
- Abdominal Trauma Basic
- Amputation Injuries Advanced
- Bleeding and Shock Advanced
- Bleeding and Shock Basic
- Bomb Blast Injuries Advanced
- Burn Management Advanced
- Burn Management Basic
- Cervical Spine Injuries Part 1 Advanced
- CNS Injuries Advanced
- CNS Injuries Basic
- Emergency Care for Lightning Strike Victims Advanced
- Environmental Emergencies Advanced
- Environmental Emergencies Basic
- Femur Fractures
- Fetal Trauma from Motor Vehicle Collisions (ALS)
- Gunshot Wounds
- Head and Facial Injuries Advanced
- Hip Fractures
- Hip Fractures Advanced

- Injuries and Infections of the Eye
- Kinematics of Trauma
- Management of Cervical Spine Injuries on Athletics Part 2 Advanced
- Musculoskeletal Injuries Advanced
- Musculoskeletal Injuries Basic
- Nose Bleeds
- Nose Bleeds Advanced
- Pelvic Fractures Advanced
- Recognition and Treatment of Foot Injuries Advanced
- Sepsis
- Sepsis Advanced
- Shock and Shock Management
- Spinal Cord Injuries
- Stroke Assessment & Treatment
- Stroke Assessment & Treatment Advanced
- Thoracic Emergencies Advanced
- Thoracic Emergencies Basic
- Traumatic Head and Brain Injuries Advanced
- Traumatic Injury During Pregnancy
- Understanding and Restraining Patients with Excited Delirium
- Understanding and Restraining Patients with Excited Delirium Advanced
- Unstable Pelvic Fractures

## **SPECIAL CONSIDERATIONS**

- Assessment and Treatment of Submersion Injuries
- Assessment and Treatment of Submersion Injuries Advanced
- Assessment, Treatment and Transport of Morbidly Obese Patients
- Assessment, Treatment and Transport of Morbidly Obese Patients Advanced
- Bariatric Patients
- Child Abuse: An EMS Professionals Role & Responsibilities
- Child Abuse: An EMS Professionals Role & Responsibilities Advanced
- Child Abuse: EMS Roles & Responsibilities
- EMS Response for COVID-19 (PPE, Decon, and Transport)
- General Science Advanced
- Geriatric Assessment Challenges
- Geriatric Behavioral Emergencies
- Geriatric Emergencies Advanced
- Geriatric Emergencies Basic
- Geriatric Hip Injuries
- Hypothermia Assessment and Treatment
- Hypothermia Assessment and Treatment Advanced
- Managing Chronic Care Patients
- Neonatology Advanced
- Obstetrical Emergencies Advanced (2 hour)
- Obstetrical Emergencies Basic
- Patient Abuse and Assault
- Patient Lifting, Moving and Transportation (1 hour)
- Patients with Special Challenges
- Pediatric Airway Management
- Pediatric Airway Management Advanced

- Pediatric Assessment
- Pediatric Assessment Part 1
- Pediatric Assessment Part 2
- Pediatric Burns Advanced
- Pediatric Cardiac Arrest Advanced
- Pediatric Cardiac Emergencies Advanced
- Pediatric Cardiac Emergencies Basic
- Pediatric Emergencies Advanced
- Pediatric Emergencies Basic
- Pediatric Fever for the EMT
- Pediatric Fever for the Paramedic Advanced
- Pediatric Fluid and Airways Advanced
- Pediatric Ingestions Advanced
- Pediatric Respiratory Emergencies: Lower Airway for the Paramedic Advanced
- Pediatric Respiratory Emergencies: Upper Airway for the EMT
- Pediatric Respiratory Emergencies: Upper Airway for the Paramedic Advanced
- Pediatric Shock Advanced (2 hours)
- Pediatric Trauma Advanced
- Safe Transportation of the Pediatric Patient
- Sports Medicine for EMS
- Sudden Infant Death Syndrome (SIDS)

## **OPERATIONS**

- Back Injury Prevention
- Confined-Space Entry
- Crime Scene Awareness
- Driving Safety
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- First Responder Operations Level Refresher (Modules 1–4)
- Incident Command
- Introduction to Hazardous Materials
- Managing Multiple Casualty Incidents
- Medical Extrication & Rescue
- Patient Care Report Essentials
- Patient Care Report Essentials Advanced
- Response to Mass Casualty Incidents
- Response to Mass Casualty Incidents Advanced
- Right to Know (Hazard Communication)
- Weapons of Mass Destruction - An Intro to WMD Agents

## **ADDITIONAL COURSES**

- AHA HeartCode ACLS
- AHA HeartCode BLS



# EMERGENCY VEHICLE OPERATIONS

Vector Solutions' course catalog features Emergency Vehicle Operator courses that offer departments a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace.

- Accidents & Emergencies for Emergency Vehicle Operators
- Adjusting to Changing Conditions for Emergency Vehicle Operators
- Dangers of Speeding for Emergency Vehicle Operators
- Defensive Driving Strategies for Emergency Vehicle Operators
- Distracted Driving for Emergency Vehicle Operators
- Driver Safety Orientation for Emergency Vehicle Operators
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving for Emergency Vehicle Operators
- Intersection Safety for Emergency Vehicle Operators
- Legal Considerations for Emergency Vehicle Operators
- Safe Backing for Emergency Vehicle Operators
- Seat Belt & Airbag Safety for Emergency Vehicle Operators
- Securing Materials for Transportation for Emergency Vehicle Operators
- Vehicle Inspection and Maintenance for Emergency Vehicle Operators
- Fleet Program Vehicle Safety and Security for Emergency Vehicle Operators

# FIRE

Vector Solutions' courses are based on the NFPA codes and standards, including NFPA 1001, 1021 and the 1500 Series. Courses also cover wildland fire, response to terrorism and much more.

## **NFPA 1001 SERIES | FIREFIGHTER I & II**

Vector Solutions has a complete library of Firefighter I & II awareness and refresher level courses based on NFPA codes and standards.

- Building Construction
- Fire Behavior
- Fire Control
- Fire Department Communications
- Fire Detection, Alarm & Suppression Systems
- Fire Hose
- Fire Prevention and Public Education
- Fire Streams
- Firefighter Orientation and Safety
- Firefighter Personal Protective Equipment
- Firefighting Foams
- Forcible Entry into a Structure
- Ground Ladders
- Loss Control
- Portable Extinguishers
- Protection of Evidence of Fire Origin & Cause
- Rescue and Extrication
- Self-Contained Breathing Apparatus
- Vehicle Extrication
- Ventilation
- Water Supply

## **NFPA 1021 SERIES | COMPANY OFFICER**

Vector Solutions has developed a complete line of company officer awareness and refresher level courses based on NFPA codes and standards.

- Action Plan Implementation
- Assuming the Role of Company Officer
- Budgeting
- Community Awareness
- Company-Level Training
- Elements of Supervision and Management
- Fire and Life Safety Inspections
- Fire Department Communications
- Fire Department Structure
- Fire Investigation
- Firefighter Safety and Health
- Government Structure
- Incident Response Safety

- Incident Scene Communications
- Incident Scene Management
- Information Management
- Labor Relations
- Leadership as a Group Influence

- Legal Responsibilities and Liabilities
- Pre-Incident Planning
- Professional Ethics
- Public Education Programs

## **NFPA 1410 SERIES**

Vector Solutions' NFPA 1410 training series illustrates the most commonly practiced fireground evolutions. These video-based courses are written to the NFPA firefighter training standard.

- Evolution 1
- Evolution 2
- Evolution 3
- Evolution 4
- Evolution 5
- Evolution 6
- Evolution 7
- Evolution 8
- Evolution 9
- Evolution 10
- Evolution 11
- Evolution 12
- Evolution 13
- Evolution 14

## **NFPA 1500 SERIES**

This series of courses is designed for the fire industry and meets the NFPA 1500 code requirements. These courses were developed in conjunction with the NFPA, and specific content experts at the NFPA participated in their creation.

- Advanced HAZWOPER Awareness (Modules 1-4)
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined Space Entry
- CPR Academic
- Driving Safety
- Hazard Communication
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Laboratory Safety
- Materials Handling, Storage, Use & Disposal
- Personal Protective Equipment
- Respiratory Protection
- Welding Safety

## **GENERAL**

- Assembly Occupancy Fire and Life Safety Inspection

- Building Construction
- Carbon Monoxide
- Customer Service for Fire Department Personnel
- Emergency Response to Terrorism (Modules 1–4)
- Ethics
- Fire & EMS Grant Writing
- Fire Alarm Systems
- Fire Industry Driver Intersection Safety
- Fire Industry Driver Operator
- Fire Industry Introduction to Wildland Fire Behavior
- Fire Prevention and Public Education
- Fire Service: Health & Safety Part I
- Fire Service: Health & Safety Part II
- First Responder Hybrid Vehicle Incidents
- First Responder Operations (Modules 1–4)
- Firefighter Rehabilitation (Modules 1-2)
- High Rise Fire and Life Safety Inspection
- How to Read a Building
- Leadership and Ethics
- Maximizing Your Volunteer Firefighter Recruitment Efforts with an Effective Open House
- NFA 1 & 101 Module 1
- NFA 1 & 101 Module 2
- NFA 1 & 101 Module 3
- NFA 1 & 101 Module 4
- NFA 1041 Instructor Training Module 1
- NFA 1041 Instructor Training Module 2
- NFA 1041 Instructor Training Module 3
- NFA 1403 Live Fire Training Evolutions
- NFA 1584 Firefighter Rehabilitation Customer Service for Fire Department Personnel
- NFA 1851 Cancer-Related Risks of Firefighting
- NFA 3000: Standard for Preparedness and Response to Active Shooter and/or Hostile Events
- Portable Extinguishers: Types and Usages
- Rope, Rope Rescue, Knots
- School Fire and Life Safety Inspection
- Water Supply

- Out of the Blue
- Personnel Safety
- Vehicle Rescue
- Water Rescue

### **WILDLAND FIREFIGHTING**

- RT-130 Annual Wildland Fire Safety Refresher (Modules 1–4)
- S-190 Intro to Wildland Fire Behavior (Modules 1–4)

### **ARFF TRAINING**

Vector Solutions is pleased to offer valuable training for airport firefighters. The 17-course bundle delivers 13 hours of training featuring video- and scenario-based lessons.

- Adapting and Using Structural Equipment
- Aircraft Cargo Hazards (Parts 1-2)
- Aircraft Familiarization
- Aircraft Rescue - Emergency Communications
- Airport Rescue and Firefighting Ops
- Application of Extinguishing Agents (Parts 1-4)
- Aviation Incident Response/Crash Rescue Management
- Command and Control of Aircraft Incidents
- Emergency Aircraft Evacuation

# HUMAN RESOURCES

Vector Solutions' Human Resources courses are designed to supplement the course catalog by providing training that is relevant and essential to all employees. Courses covering Employment Practices for Supervisors cover issues encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation and documentation.

## HUMAN RESOURCES

- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- Computer Security Awareness
- Customer Service
- Drug-Free Workplace
- Ethics in the Workplace
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- Office Safety
- Red Flag Rules (Identity Theft Protection)
- Sexual Harassment Awareness
- Workplace Bullying
- Workplace Diversity
- Workplace Stress
- Workplace Violence

## EMPLOYMENT PRACTICES FOR SUPERVISORS

- Anger, Violence, and Conflict in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers: Conducting an Interview
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Understanding Employee Leave
- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Personnel Selection for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Sexual Harassment Awareness for Supervisors
- Successful Hiring
- Successful Termination

## CALIFORNIA STATE MANDATED TRAINING

- Anti-Harassment Training for All Employees – California (SB1343)
- Anti-Harassment Training for Supervisors and Managers – California (SB1343/AB1825)
- CA Local Agency Ethics (AB 1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)

- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Driver

## MOTOR VEHICLE SAFETY

Vector Solutions' Online Driver Training & Compliance Program offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks and passenger vans. Supervisor curriculum is designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers. Driver training courses and curriculum for supervisors are available.

### DRIVER TRAINING

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway Driving
- Impaired Driving
- Intersection Safety
- Passenger Van Safety
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

### LARGE VEHICLE DRIVER TRAINING

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

### SUPERVISOR TRAINING

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

# OFFICE PRODUCTIVITY

## ACCOUNTING

- Mastering QuickBooks Online 2018

## DATABASE

- SharePoint for Site Owners
- SharePoint Online Basics

## DESKTOP APPLICATIONS

- Adobe Acrobat DC Essentials
- Gmail Essentials 2015
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- OneDrive Essentials (2016)
- Outlook Online Essentials (2018)
- Power BI Essentials
- Skype for Business Essentials
- What's New in Office 2016?

## MICROSOFT

### Access

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

### Excel

- Excel 2013 Essential Training I
- Excel 2013 Essential Training II
- Excel Basics for Mac
- Excel: Creating Dashboards
- Excel: Introduction to PowerPivot
- Excel: Power Functions
- Excel for Project Management
- Mastering Excel 2019 – Basics
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate
- What's New in Excel 2019

### Outlook

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

- MS Outlook 2013 03: Time and Task Management
- Outlook 2013 Essential Training

### Office 365

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

### PowerPoint

- Mastering PowerPoint 2019 – Basics
- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- PowerPoint 2013 Essential Training
- Power Up PowerPoint
- What's New in PowerPoint 2019

### Word

- Mastering Word 2019 – Basics
- Mastering Word 2016
- Mastering Word 2016 Advanced
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- What's New in Word 2019
- Word 2013 Essential Training I
- Word 2013 Essential Training II

## OPERATING SYSTEMS

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

- Driving Safety
- Drug-Free Workplace
- Electrical Safety
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fall Prevention and Protection - General Industry

## OSHA & COMPLIANCE

Vector Solutions' online courses can be used to help comply with OSHA and other federal and state regulatory agency training mandates. Complete all of your required compliance training courses online, eliminating the logistic issues inherent in traditional training methods. OSHA & Compliance courses cover the following categories: General Safety, Environmental Awareness, Human Resources and supervisor-related course topics.

### COVID-19 TRAINING COURSES

- Coronavirus 101: What You Need to Know
- Coronavirus 102: Preparing Your Household
- Coronavirus 103: Managing Stress and Anxiety
- Coronavirus 104: Transitioning to a Remote Workforce
- Coronavirus 105: Cleaning & Disinfecting Common Spaces
- Coronavirus 106: CDC Guidelines for Using Cloth Masks
- Coronavirus 107: Reopening Your Organization

### COMPLIANCE

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

### OCCUPATIONAL HEALTH & SAFETY

- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Anhydrous Ammonia Awareness
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Combustible Dust
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Confined Space Entry - Permit Required
- CPR Academic
- Crystalline Silica Awareness
- Diet & Nutrition
- Disaster Preparedness
- DOT Hazmat - General Awareness

- Fire Prevention Safety
- First Responder Operations Level Refresher (1–4)
- Flagger and Cone Safety
- Flammable and Combustible Liquids
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- Hand Safety
- Hazard Communication
- Hazard Communication GHS
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness
- Hydrogen Sulfide Awareness
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Introduction to OSHA
- Laboratory Safety
- Ladder Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Lockout Tagout for Authorized Employees
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Legionella Prevention and Control
- RedVector – Eye and Face Protection
- RedVector – EHS Regulatory Overview
- RedVector – Triethylaluminium Safety Awareness
- RedVector – Ethylene Oxide Safety
- RedVector – Exit Routes, Emergency Action Plans & Fire Prevention Plans
- RedVector – Introduction to Powered Industrial Trucks
- Respiratory Protection
- Risk Assessment Analysis
- Safety Management: Incident Investigation
- Safety Management: OSHA Recordkeeping
- Slips, Trips, & Falls Prevention

- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Bullying
- Workplace Stress
- Workplace Violence

- Agile Project Management: 15 - Soft Skills and Servant Leadership in Agile Projects
- Agile Project Management: 16 - Testing and Risk Management in Agile Projects
- Agile Project Management: 17 - Problem Detection, Metrics, and Resolution in Agile Projects
- Agile Project Management: 18 - Quality and Earned Value Management in Agile Projects

## PROJECT MANAGEMENT

### ADVANCED PROJECT MANAGEMENT

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

### AGILE

- Agile Project Management: 01 - Agile Series Overview
- Agile Project Management: 02 - Traditional vs. Agile Project Management
- Agile Project Management: 03 - Agile Manifesto Principles 1 - 6
- Agile Project Management: 04 - Agile Manifesto Principles 7-12
- Agile Project Management: 05 - Value Driven Project Management
- Agile Project Management: 06 - Setting Vision and Prioritization in Agile Projects
- Agile Project Management: 07 - Scrum and Extreme Programming (XP) Methodologies
- Agile Project Management: 08 - Other Less-Common Agile Methodologies
- Agile Project Management: 09 - Planning Agile Projects
- Agile Project Management: 10 - Estimating Agile Projects
- Agile Project Management: 11 - Implementing Agile Projects
- Agile Project Management: 12 - Team Formation and Creating an Agile Environment
- Agile Project Management: 13 - Communication in Agile Projects
- Agile Project Management: 14 - Increasing Agile Stakeholder Engagement

- Agile Project Management: 19 - Continuous Improvement for Management and Project Agility
- Agile Project Management: 20 - PMI Code of Conduct in Agile Management
- Agile Project Management: PMI Agile Certified Practitioner (PMI-ACP)® Exam Prep
- RVLS-3182 - Agile Project Management: Test Me-PMI Agile Certified Practitioner (PMI-ACP)® Exam

### FROM AEC PROJECT MANAGER TO PRINCIPAL

- From AEC Project Manager to Principal 1: Foundations of Management
- From AEC Project Manager to Principal 2: Marketing Your Services
- From AEC Project Manager to Principal 3: Negotiation Outcomes & Strategies
- From AEC Project Manager to Principal 4 & 5: Manpower & Quality
- From AEC Project Manager to Principal 6: Financial Management

### TRADITIONAL

- Keys to On-Time, On-Budget Results
- PMBOK® Guide - Sixth Edition: 01-Project Management Overview
- PMBOK® Guide - Sixth Edition: 02-Managing Projects within Organizations
- PMBOK® Guide - Sixth Edition: 03-Project Management Process Groups
- PMBOK® Guide - Sixth Edition: 04-Execution, Monitoring and Controlling
- PMBOK® Guide - Sixth Edition: 05-Project Change Control and Closure
- PMBOK® Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan
- PMBOK® Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope
- PMBOK® Guide - Sixth Edition: 08-Monitor and Control Project Scope
- PMBOK® Guide - Sixth Edition: 09-Defining and Sequencing Project Activities
- PMBOK® Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule
- PMBOK® Guide - Sixth Edition: 11-Estimating Activity Resources and Duration
- PMBOK® Guide - Sixth Edition: 12-Controlling Costs



- PMBOK® Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs
- PMBOK® Guide - Sixth Edition: 14-Project Quality Planning
- PMBOK® Guide - Sixth Edition: 15-Quality Assurance and Cost Control
- PMBOK® Guide - Sixth Edition: 16-Managing Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 17-Planning Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 18-Processes for Managing Project Communications
- PMBOK® Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan
- PMBOK® Guide - Sixth Edition: 20-Identifying Project Risks
- PMBOK® Guide - Sixth Edition: 21-Performing Risk Analysis
- PMBOK® Guide - Sixth Edition: 22-Risk Management Planning
- PMBOK® Guide - Sixth Edition: 23-Risk Response, Monitor and Control
- PMBOK® Guide - Sixth Edition: 24-Managing Procurement During Your Project
- PMBOK® Guide - Sixth Edition: 25-Planning Procurement for Your Project
- PMBOK® Guide - Sixth Edition: 26-Stakeholder Identification and Planning
- PMBOK® Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication
- PMBOK® Guide - Sixth Edition: Test Me-Project Management Professional (PMP)®

- The Ultimate Project Manager, Chapter 15: Managing Project Risks
- The Ultimate Project Manager, Chapter 16: Project Financial Management
- The Ultimate Project Manager, Chapter 17: Project Management And Design Technology
- The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager, Chapter 19: Project Closeout
- The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data
- The Ultimate Project Manager, Series Summary: The Short and Sweet Version

## **ULTIMATE PROJECT MANAGER**

- The Ultimate Project Manager, Chapter 01: Today's Project Manager
- The Ultimate Project Manager, Chapter 02: Marketing And Proposals
- The Ultimate Project Manager, Chapter 03: The Contract Agreement
- The Ultimate Project Manager, Chapter 04: The Project Management Plan
- The Ultimate Project Manager, Chapter 05: The Project Schedule
- The Ultimate Project Manager, Chapter 06: The Project Budget
- The Ultimate Project Manager, Chapter 07: Leading The Project Team
- The Ultimate Project Manager, Chapter 08: Managing Client Relationships
- The Ultimate Project Manager, Chapter 09: Developing Effective Communications
- The Ultimate Project Manager, Chapter 10: The Project Startup
- The Ultimate Project Manager, Chapter 11: Managing Your Time
- The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager, Chapter 14: Managing Project Quality

## WATER & WASTEWATER

Vector Solutions' Water and Wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. Please contact Vector Solutions for details regarding how Vector Solutions' courses meet requirements for each state. Courses cover the following categories: Environmental Awareness, General Safety, Human Resources, Occupational Health and Technical.

### GENERAL

- Advanced HAZWOPER Awareness (Modules 1-4)
- Asbestos Awareness
- Back Injury Prevention
- Backflow Prevention Methods
- Backflow Prevention Overview
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- CPR Academic
- Coagulation, Flocculation and Sedimentation
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Corrosion Control
- Disaster Preparedness
- Disinfection Basics
- Distribution Service to Customers
- Distribution System Materials and Equipment
- Drinking Water Quality - Critical Parameters
- Drinking Water Quality - Monitoring & Security
- Driving Safety
- Effective Groundwater Supply Management (RedVector)
- Effective Meter Reading
- Emergency Response to Terrorism (Modules 1-4)
- Eye Safety
- Fall Protection
- Filtration Basics
- Fire Extinguisher Safety
- Fire Prevention Safety
- Flagger and Cone Safety
- Forklift Safety
- General Construction Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Groundwater Contamination – Aquifer Remediation
- Ground Water Treatment

- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Hand & Power Tool Safety
- Hearing Conservation
- Hydraulics
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety

- Laser Safety
- Lead Awareness
- Lead Contamination of Public Water Systems
- Lock-Out / Tag-Out
- Low Voltage Electrical Safety
- Machine Guarding
- Maintenance on Pumps, Motors, and Circuits
- Materials Handling, Storage, Use, & Disposal
- Mathematics Applied
- Mathematics Basics
- Personal Protective Equipment
- Pumping Stations - Piping, Valves and Hydraulics
- Pumping Stations - Pumps, Motors and Electrical Systems
- Radiation Safety
- Rehabilitation of Water Distribution Systems: Current Technologies
- Rehabilitation of Water Distribution Systems: Designing Renewal Projects
- Rehabilitation of Water Distribution Systems: Selecting Rehab Methods
- Respiratory Protection
- Right-to-Know (Hazard Communication)
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Storm Water Pollution Prevention
- Trenching & Shoring
- Wastewater Treatment
- Water Industry Aquifer Remediation
- Water Industry Excavation
- Water Main Installation
- Welding Safety
- Working in Extreme Temperatures

### HUMAN RESOURCES & EMPLOYMENT PRACTICES

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

