

CalHR Course Information
Last Updated 12.2025

Course	Provider	Biennial Qualify	Credit Hours	Approval Required	Price (FY 25-26)	Drop-Down Category	Competency 1	Competency 2	Competency 3
2026 EEO Conference	CalHR	No	12	Yes	\$25.00	Special Events	Diversity and Inclusion	Communication	Collaboration
Accessible Microsoft Office Documents	DOR	No	7	Yes	\$225.00	Digital Fluency	Digital Fluency	Communication	Diversity and Inclusion
Accessible PDF	DOR	No	7	Yes	\$225.00	Digital Fluency	Digital Fluency	Communication	Diversity and Inclusion
Accounting and Procurement Process	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
Addressing Performance Problems: Discipline and Documentation	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	*Inspirational Leadership	Communication
Annual Workforce Analysis Training	CalHR	No	4	Yes	\$100.00	EEO Academy	Diversity and Inclusion	Communication	Collaboration
BAM: Benefits Administration Manual Training	CalHR	No	6	Yes	Free	Benefits-Legal-Labor Relations Training	Customer Engagement	Collaboration	Communication
BCPs and Budget Overview Workshop	CPSHR	Yes	16	Yes	\$350.00	Skill Development	*Business Acumen	*Vision & Strategic Thinking	*Results-Oriented
Becoming a Resilient, Innovative Leader	ARC	Yes	4	Yes	\$100.00	Results-Based Leadership	*Inspirational Leadership	Resilience	Interpersonal Skills
Best Practices for Onboarding	CalHR	Yes	4	Yes	\$100.00	HR Training Program	*Talent Management	*Results-Oriented	Interpersonal Skills
Blueprint for a Changing Workplace	CPSHR	Yes	4	Yes	\$100.00	Organizational Development	*Inspirational Leadership	*Vision & Strategic Thinking	Resilience
Budgetary/Legal Accounting Overview	DOF	Yes	8	Yes	\$150.00	Skill Development	*Business Acumen	*Vision & Strategic Thinking	*Results-Oriented
Building a Leadership Culture of Coaching	ARC	Yes	8	Yes	\$175.00	Results-Based Leadership	*Inspirational Leadership	*Results-Oriented	Communication
Building Better Services with Plain Language	ODI	No	2	No	Free	General Self-Paced Training	Communication	Customer Engagement	Resilience
Building High-Performance Teams	CPSHR	Yes	8	Yes	\$175.00	Organizational Development	*Inspirational Leadership	*Talent Management	*Results-Oriented
CA Leadership Academy: Executive Development Program	CalHR	No	20	Yes	\$1,000.00	California Leadership Academy	*Vision & Strategic Thinking	*Business Acumen	*Talent Management
CA Leadership Academy: Manager Development Program	CalHR	No	40	Yes	\$1,000.00	California Leadership Academy	*Stewardship	*Business Acumen	*Talent Management
CA Leadership Academy: Supervisor Development Program	CalHR	No	80	Yes	\$1,000.00	California Leadership Academy	*Results-Oriented	*Business Acumen	*Talent Management
CA Leadership Academy: Supervisor Development Program (Blended)	CalHR	No	80	Yes	\$1,000.00	California Leadership Academy	*Results-Oriented	*Business Acumen	*Talent Management
CA State Government Organization: The Role of Control Agencies	CPSHR	Yes	2	Yes	\$60.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
CA State Payroll System (CSPS) Project Overview	SCO	No	1	No	Free	General Self-Paced Training	Digital Fluency	Innovative Mindset	Resilience
California Style Manual Training	CalHR	Yes	3.5	Yes	\$175.00	Benefits-Legal-Labor Relations Training	*Vision & Strategic Thinking	*Business Acumen	Communication
CEA Delegation: Overview of CEA Concepts & Pay	CalHR	Yes	8	Yes	\$175.00	HR Training Program	*Business Acumen	*Talent Management	Communication
CliftonStrengths: Discover Your Top 5	ARC	Yes	8	Yes	\$250.00	Skill Development	*Results-Oriented	Innovative Mindset	Resilience
CliftonStrengths: Utilize Your Full 34	ARC	Yes	16	Yes	\$450.00	Skill Development	*Results-Oriented	Innovative Mindset	Resilience
Coaching and Mentoring for Leaders	CPSHR	Yes	16	Yes	\$350.00	Results-Based Leadership	*Inspirational Leadership	*Talent Management	Collaboration
Coaching and Skill Transfer Workshop	CPSHR	Yes	8	Yes	\$175.00	Skill Development	*Inspirational Leadership	*Stewardship	*Talent Management
Collective Bargaining Overview	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
Communicating Effectively	CPSHR	Yes	8	Yes	\$175.00	Communication and Writing	*Inspirational Leadership	*Results-Oriented	Communication
Completed Staff Work	ARC	No	16	Yes	\$350.00	Certificate Series Collection	Innovative Mindset	Interpersonal Skills	Collaboration
Conducting Effective EEO Investigations	CalHR	No	24	Yes	\$1,525.00	EEO Academy	Diversity and Inclusion	Communication	Collaboration
Conducting Effective Meetings	CPSHR	Yes	8	Yes	\$175.00	Communication and Writing	*Talent Management	Interpersonal Skills	Collaboration
Conflict Resolution	CPSHR	Yes	8	Yes	\$175.00	Skill Development	*Inspirational Leadership	Interpersonal Skills	Diversity and Inclusion
Coping with Change	CPSHR	No	8	Yes	\$175.00	Organizational Development	Resilience	Interpersonal Skills	Customer Engagement
Critical Thinking Tools	ARC	No	8	Yes	\$175.00	Certificate Series Collection	Innovative Mindset	Interpersonal Skills	Collaboration
Customer Service Excellence in the Public Sector	CPSHR	No	8	Yes	\$175.00	Skill Development	Customer Engagement	Communication	Interpersonal Skills
Dare to Lead	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	*Inspirational Leadership	Collaboration
Data Strategies for Collecting, Analyzing, and Reporting	CPSHR	No	8	Yes	\$175.00	Certificate Series Collection	Digital Fluency	Innovative Mindset	Collaboration
DE&I: Why it Matters for Leaders	CPSHR	Yes	4	Yes	\$100.00	EEO Academy	*Stewardship	Diversity and Inclusion	Interpersonal Skills
DE&I: Why it Matters for Staff	CPSHR	No	4	Yes	\$100.00	Skill Development	Diversity and Inclusion	Interpersonal Skills	Communication
Dealing with Challenging Behaviors	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	*Inspirational Leadership	Resilience
Defensive Driver Training	DGS	No	2	No	Free	General Self-Paced Training	Innovative Mindset	Resilience	Communication
Developing a High-Functioning Workforce	ARC	Yes	4	Yes	\$100.00	Organizational Development	*Talent Management	Interpersonal Skills	Collaboration
Disability Awareness and Etiquette Training Webinar	DOR	No	1.5	No	Free	Skill Development	Diversity and Inclusion	Communication	Interpersonal Skills
Discrimination Complaint Tracking System User Training	CalHR	No	3	Yes	Free	Skill Development	Digital Fluency	Customer Engagement	Communication
Drafting Personnel Actions	CalHR	Yes	7	Yes	\$350.00	Benefits-Legal-Labor Relations Training	*Talent Management	*Business Acumen	*Stewardship
Editing for Maximum Effectiveness	ARC	No	8	Yes	\$175.00	Communication and Writing	Communication	Collaboration	Interpersonal Skills
EEO Statutes, Regulations, & Policies (eLearning)	CalHR	No	2	No	Free	EEO Academy	Diversity and Inclusion	Communication	Collaboration
Effective Minute-Taking and Meeting Notes for Public Sector Agencies	CPSHR	No	8	Yes	\$175.00	Communication and Writing	Communication	Collaboration	Digital Fluency
Effectively Managing Disability Related & Religious Reasonable Accommodations	CalHR	No	7	Yes	\$425.00	EEO Academy	Diversity and Inclusion	Collaboration	Communication
Empathetic Leadership	ARC	Yes	4	Yes	\$100.00	Results-Based Leadership	*Inspirational Leadership	*Talent Management	Interpersonal Skills
Essential Analytical Skills	ARC	No	8	Yes	\$175.00	Certificate Series Collection	Innovative Mindset	Interpersonal Skills	Collaboration
Excel Basics: Level 1 Introduction	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excel Basics: Level 2 Tables & Charts	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication

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Excel Basics: Level 3 Formulas & Functions	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excel Advanced: Level 4 Pivot Tables	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excel Advanced: Level 5 Power Pivot	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excel Advanced: Level 6 Data Automation	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excel Advanced: Level 7 Power Query Fundamentals	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Excelling as an Individual Contributor	ARC	Yes	8	Yes	\$175.00	Skill Development	*Business Acumen	*Results-Oriented	Interpersonal Skills
Extraordinary Leader	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Inspirational Leadership	*Vision & Strategic Thinking	*Talent Management
Franklin Covey's 7 Habits of Highly Effective People	CPSHR	Yes	16	Yes	\$700.00	Skill Development	*Vision & Strategic Thinking	*Results-Oriented	*Stewardship
Fundamentals of the Strategic Leadership Style	ARC	Yes	4	Yes	\$100.00	Results-Based Leadership	*Inspirational Leadership	Communication	Interpersonal Skills
Grammar and Punctuation Brush-Up	ARC	No	8	Yes	\$175.00	Communication and Writing	Communication	Collaboration	Interpersonal Skills
Grants Funding: How to Write and Manage Grants	ARC	Yes	12	Yes	\$350.00	Communication and Writing	*Business Acumen	*Vision & Strategic Thinking	Innovative Mindset
How to Deal with Challenging Customers	CPSHR	No	8	Yes	\$175.00	Skill Development	Customer Engagement	Communication	Interpersonal Skills
How to Delegate to Empower Your Employees	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	*Results-Oriented	*Stewardship
HR Analysts: Introduction to Classification Analysis	CalHR	No	16	Yes	\$350.00	HR Training Program	Innovative Mindset	Collaboration	Resilience
HR Analytics	CPSHR	No	8	Yes	\$175.00	Organizational Development	Innovative Mindset	Digital Fluency	Communication
HR Liaison: Confidentiality & Security Certificate	CalHR	No	2	Yes	Free	HR Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
HR Liaisons: Best Hiring Practices	CalHR	No	8	Yes	\$175.00	HR Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
Human Resources Policies	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
Implementing Strengths-Based Leadership	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	Collaboration	*Business Acumen
Implicit Bias (eLearning)	CPSHR	Yes	2	Yes	\$25.00	Communication and Writing	*Stewardship	Diversity and Inclusion	Collaboration
Improving Employee Performance and Accountability	CPSHR	Yes	16	Yes	\$350.00	Results-Based Leadership	*Talent Management	*Results-Oriented	*Inspirational Leadership
Interpersonal Skills	ARC	No	16	Yes	\$350.00	Certificate Series Collection	Interpersonal Skills	Communication	Collaboration
Interviewing For Success	ARC	No	8	Yes	\$175.00	Skill Development	Interpersonal Skills	Communication	Collaboration
Intro to a Product Approach for the Public Sector	ODI	No	2	No	Free	General Self-Paced Training	Customer Engagement	Resilience	Innovative Mindset
Intro to Plain Language for the Public Sector	ODI	No	2	No	Free	General Self-Paced Training	Communication	Customer Engagement	Resilience
Introduction to Analytical Skills	ARC	No	16	Yes	\$350.00	Skill Development	Innovative Mindset	Interpersonal Skills	Collaboration
Introduction to Cultural Intelligence	CPSHR	Yes	2	Yes	\$50.00	Skill Development	*Stewardship	*Vision & Strategic Thinking	Diversity and Inclusion
Introduction to Emotional Intelligence	CPSHR	Yes	2	Yes	\$50.00	Skill Development	*Stewardship	*Vision & Strategic Thinking	Diversity and Inclusion
Just Ask Why: Discover Your Purpose, Transform Your World	CPSHR	Yes	20	Yes	\$500.00	Skill Development	*Inspirational Leadership	*Stewardship	*Business Acumen
Leadership Principles and Practices	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Inspirational Leadership	*Talent Management	*Results-Oriented
Leading Effectively	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Talent Management	Collaboration	*Business Acumen
Lean Six Sigma Black Belt Certification Program	GPS WEST	Yes	120	Yes	\$6,500.00	Organizational Development	*Results-Oriented	*Business Acumen	Innovative Mindset
Lean Six Sigma Green Belt Certification Program	GPS WEST	Yes	150	Yes	\$5,500.00	Organizational Development	*Results-Oriented	*Business Acumen	Innovative Mindset
Lean Six Sigma White Belt	ARC	Yes	8	Yes	\$175.00	Organizational Development	*Results-Oriented	*Business Acumen	Innovative Mindset
LEAP Coordinator Training (eLearning)	CalHR	No	1	No	Free	EEO Academy	Diversity and Inclusion	Communication	Collaboration
Legislative Bill Analysis	CPSHR	No	16	Yes	\$350.00	Skill Development	Collaboration	Innovative Mindset	Communication
Legislative Cycle	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
Life of a Workers' Compensation Claim (eLearning)	CalHR	No	6	Yes	Free	Benefits-Legal-Labor Relations Training	Interpersonal Skills	Resilience	Customer Engagement
Life of a Workers' Compensation Claim: Legal Perspective	CalHR	No	4	Yes	Free	Benefits-Legal-Labor Relations Training	Interpersonal Skills	Resilience	Customer Engagement
Life of a Workers' Compensation Claim: Medical Review	CalHR	No	3.5	Yes	Free	Benefits-Legal-Labor Relations Training	Interpersonal Skills	Resilience	Customer Engagement
Managing and Measuring Organizational Performance	CPSHR	Yes	8	Yes	\$175.00	Organizational Development	*Results-Oriented	*Talent Management	*Vision & Strategic Thinking
Managing People and Projects for Leaders	CPSHR	Yes	16	Yes	\$350.00	Organizational Development	*Talent Management	*Results-Oriented	Collaboration
Microsoft Copilot Basics	CPSHR	No	3	Yes	\$100.00	Digital Fluency	Digital Fluency	Customer Engagement	Innovative Mindset
Nudge: Influencing Others to Take Action	ARC	Yes	8	Yes	\$175.00	Communication and Writing	*Inspirational Leadership	*Talent Management	Communication
OKRs: Intro to Objectives & Key Results	CalHR	No	3	No	Free	General Self-Paced Training	Innovative Mindset	Collaboration	Customer Engagement
Operational Excellence and Continuous Improvement	CPSHR	Yes	8	Yes	\$175.00	Organizational Development	*Results-Oriented	*Stewardship	*Business Acumen
Organizing and Prioritizing for Success	CPSHR	No	8	Yes	\$175.00	Skill Development	Innovative Mindset	Communication	Resilience
Overcome Information Overload	ARC	Yes	8	Yes	\$175.00	Skill Development	*Vision & Strategic Thinking	Innovative Mindset	Resilience
Overview of HR Delegation Reporting Requirements	CalHR	Yes	8	Yes	\$175.00	HR Training Program	*Talent Management	*Vision & Strategic Thinking	*Business Acumen
Overview of Supervisor's Guide to Performance Management & Progressive Discipline	CalHR	Yes	8	Yes	\$175.00	HR Training Program	*Talent Management	*Results-Oriented	Resilience
PowerPoint: Level 1	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
PowerPoint: Level 2	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Presentation Skills	ARC	Yes	16	Yes	\$350.00	Communication and Writing	*Business Acumen	Collaboration	Communication
Project Management	ARC	No	16	Yes	\$350.00	Certificate Series Collection	Innovative Mindset	Interpersonal Skills	Collaboration

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Project Management and IT Procurement	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Digital Fluency
Public Safety Officers' Procedural Bill of Rights Act (POBOR)	CalHR	Yes	7	Yes	\$350.00	Benefits-Legal-Labor Relations Training	*Stewardship	Interpersonal Skills	Collaboration
Public Sector Labor & Employment Legal Update	CalHR	Yes	3	Yes	\$175.00	Benefits-Legal-Labor Relations Training	*Business Acumen	Communication	Customer Engagement
Reasonable Accommodation & Medical Actions	CalHR	Yes	7	Yes	\$350.00	Benefits-Legal-Labor Relations Training	*Stewardship	Innovative Mindset	Communication
Refreshing your Skills as a Leader	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Inspirational Leadership	*Talent Management	Communication
Responsible AI for Legal Professionals	CalHR	No	3	Yes	Free	Digital Fluency	Digital Fluency	Innovative Mindset	Customer Engagement
Responsible AI for Public Professionals	CalHR	No	3	Yes	Free	Certificate Series Collection	Digital Fluency	Innovative Mindset	Customer Engagement
Responsible AI: Scaling AI in Your Organization	CalHR	No	3	Yes	Free	Digital Fluency	Digital Fluency	Innovative Mindset	Customer Engagement
RMA 101: Introduction to Records Management	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 103: Conducting an Inventory of Records	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 104: Developing a Records Retention Schedule	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 105: Essential Records	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 106: Electronic Records and Digitization Projects	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 107: Transferring Records to the CA State Archives	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
RMA 201: Records Management Coordinator Orientation	SOS	No	2	No	Free	General Self-Paced Training	Communication	Collaboration	Innovative Mindset
Role of the EEO Officer	CalHR	No	4	Yes	\$100.00	EEO Academy	Diversity and Inclusion	Communication	Collaboration
Selection Analyst Training Certification Cohort	CalHR	No	120	Yes	\$2,250.00	Selection Analyst Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
Selection Analyst Training: Chairing Interview Examinations	CalHR	No	16	Yes	\$350.00	Selection Analyst Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
Selection Analyst Training: Evaluating Minimum Qualifications	CalHR	No	16	Yes	\$350.00	Selection Analyst Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
Selection Analyst Training: Job Analysis	CalHR	No	16	Yes	\$350.00	Selection Analyst Training Program	Interpersonal Skills	Diversity and Inclusion	Customer Engagement
Sexual Harassment Prevention Training: Non-Supervisory	CalHR	No	1	No	Free	General Self-Paced Training	Diversity and Inclusion	Interpersonal Skills	Collaboration
Sexual Harassment Prevention Training: Supervisory	CalHR	No	2	No	Free	General Self-Paced Training	Diversity and Inclusion	Interpersonal Skills	Collaboration
Skelly Rights & the Role of the Skelly Officer	CalHR	Yes	4	Yes	\$175.00	Benefits-Legal-Labor Relations Training	*Talent Management	Communication	Interpersonal Skills
So You Want to be a Supervisor	CPSHR	No	8	Yes	\$175.00	Skill Development	Interpersonal Skills	Communication	Diversity and Inclusion
State Budget Process	CPSHR	Yes	3	Yes	\$90.00	Certificate Series Collection	*Results-Oriented	*Business Acumen	Collaboration
Strategic Planning	CPSHR	Yes	8	Yes	\$175.00	Skill Development	*Vision & Strategic Thinking	*Business Acumen	*Stewardship
Strategic Thinking, Vision, and Values	CPSHR	Yes	8	Yes	\$175.00	Results-Based Leadership	*Vision & Strategic Thinking	*Business Acumen	*Stewardship
Strategic Writing for Leaders (eLearning)	CPSHR	Yes	8	Yes	\$175.00	Communication and Writing	*Inspirational Leadership	*Talent Management	Communication
Stress Management	CPSHR	No	8	Yes	\$175.00	Skill Development	Resilience	Interpersonal Skills	Innovative Mindset
Succession Management Overview (eLearning)	CalHR	Yes	1	Yes	\$25.00	Organizational Development	*Talent Management	*Vision & Strategic Thinking	*Results-Oriented
Superior Analysts Roles and Responsibilities	ARC	No	8	Yes	\$175.00	Certificate Series Collection	Innovative Mindset	Interpersonal Skills	Collaboration
Supervisor's Guide to Best Hiring Practices	CalHR	Yes	8	Yes	\$175.00	HR Training Program	*Talent Management	*Results-Oriented	Resilience
Technical Writing	ARC	Yes	16	Yes	\$350.00	Communication and Writing	*Business Acumen	*Results-Oriented	*Stewardship
Time Management	CPSHR	No	8	Yes	\$175.00	Skill Development	Innovative Mindset	Digital Fluency	Resilience
Tools to Succeed as a Specialist	CPSHR	Yes	16	Yes	\$350.00	Skill Development	*Talent Management	*Results-Oriented	*Business Acumen
Train the Trainer	ARC	Yes	24	Yes	\$525.00	Skill Development	*Talent Management	*Vision & Strategic Thinking	Collaboration
Tribal Consultations Annual Refresher Training	CalHR	No	8	No	Free	General Self-Paced Training	*Stewardship	Diversity and Inclusion	Communication
Tribal Consultations Training	CalHR	No	4	No	Free	General Self-Paced Training	*Stewardship	Diversity and Inclusion	Communication
Understanding & Managing FMLA/CFRA Leave and Other Related Statutes	CalHR	Yes	7	Yes	\$350.00	Benefits-Legal-Labor Relations Training	*Business Acumen	Diversity and Inclusion	Collaboration
Upward Mobility Coordinator Training	CalHR	No	8	Yes	\$150.00	EEO Academy	Diversity and Inclusion	Communication	Collaboration
Violence Prevention in the Workplace	CPSHR	No	1	Yes	\$25.00	Organizational Development	Interpersonal Skills	Communication	Diversity and Inclusion
Virtual Training: Design and Delivery	ARC	Yes	8	Yes	\$175.00	Digital Fluency	*Results-Oriented	*Stewardship	Digital Fluency
Voter Registration Restorations and Cancellations Training	SOS	No	3	No	Free	General Self-Paced Training	Customer Engagement	Communication	Resilience
Word: Level 1 Introduction	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Word: Level 2 Tables, Charts, & Objects	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Word: Level 3 Large Documents	CPSHR	No	7	Yes	\$250.00	Digital Fluency	Digital Fluency	Innovative Mindset	Communication
Workforce Planning Overview (eLearning)	CalHR	Yes	1	Yes	\$25.00	Organizational Development	*Talent Management	*Vision & Strategic Thinking	*Results-Oriented
Writing Effective & Compliant Duty Statements	CalHR	Yes	8	Yes	\$175.00	HR Training Program	*Talent Management	*Vision & Strategic Thinking	*Business Acumen
Writing Effective Policies and Procedures	CPSHR	Yes	8	Yes	\$175.00	Communication and Writing	*Business Acumen	*Results-Oriented	*Stewardship
Writing Excellent Letters, Memos, and E-mails	ARC	No	8	Yes	\$175.00	Communication and Writing	Communication	Collaboration	Interpersonal Skills
Writing for Analysts	ARC	No	16	Yes	\$350.00	Certificate Series Collection	Communication	Customer Engagement	Collaboration
(ARCHIVED) 2025 CalHR Annual Conference	CalHR	Yes				Archived Course	*Stewardship	*Inspirational Leadership	Collaboration
(ARCHIVED) Accessibility Level 1: Creating Accessible Microsoft Office Documents	CPSHR	Yes				Archived Course	*Business Acumen	Digital Fluency	Communication
(ARCHIVED) Active Learning for Career Growth	ARC	Yes				Archived Course	*Vision & Strategic Thinking	*Business Acumen	Innovative Mindset
(ARCHIVED) Beyond the Pandemic: The Hybrid Workforce	CalHR	Yes				Archived Course	*Results-Oriented	*Talent Management	Diversity and Inclusion

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(ARCHIVED) Budget Process Overview	CPSHR	No				Archived Course	Innovative Mindset	Communication	Digital Fluency
(ARCHIVED) Building Resilience for Work and Life	ARC	No				Archived Course	Resilience	Interpersonal Skills	Communication
(ARCHIVED) CalHR 2021 Conference "California Leads"	CalHR	No				Archived Course	Collaboration	Communication	Customer Engagement
(ARCHIVED) CalHR 2021 Conference "California Leads" Day 2	CalHR	No				Archived Course	Collaboration	Communication	Customer Engagement
(ARCHIVED) CalHR CA Leads Conference	CalHR	Yes				Archived Course	*Vision & Strategic Thinking	*Inspirational Leadership	*Talent Management
(ARCHIVED) CalHR Conference: Mini-Session Health & Safety	CalHR	Yes				Archived Course	*Vision & Strategic Thinking	Collaboration	Communication
(ARCHIVED) Change Management Basics	CPSHR	Yes				Archived Course	*Business Acumen	*Inspirational Leadership	Resilience
(ARCHIVED) Communicating with Data	CPSHR	Yes				Archived Course	*Inspirational Leadership	Innovative Mindset	Communication
(ARCHIVED) Converting MS Documents to PDF	CPSHR	No				Archived Course	Digital Fluency	*Results-Oriented	*Business Acumen
(ARCHIVED) DE&I: How to be an Ally	CPSHR	Yes				Archived Course	*Stewardship	Diversity and Inclusion	Interpersonal Skills
(ARCHIVED) Development Conversations	CalHR	No				Archived Course	Communication	Collaboration	Interpersonal Skills
(ARCHIVED) Effective Change Management	CPSHR	Yes				Archived Course	*Vision & Strategic Thinking	*Results-Oriented	*Talent Management
(ARCHIVED) Effective Remote Management of People	CPSHR	Yes				Archived Course	*Inspirational Leadership	*Talent Management	Digital Fluency
(ARCHIVED) Ethical Decision Making	ARC	Yes				Archived Course	*Vision & Strategic Thinking	*Stewardship	Diversity and Inclusion
(ARCHIVED) Facilitative Leadership in a Virtual World	CPSHR	Yes				Archived Course	*Talent Management	*Inspirational Leadership	Digital Fluency
(ARCHIVED) Getting to 'Yes' with Your Supervisor	ARC	Yes				Archived Course	*Talent Management	*Results-Oriented	Communication
(ARCHIVED) Governmental Accounting Refresher	CPSHR	Yes				Archived Course	*Business Acumen	*Vision & Strategic Thinking	*Results-Oriented
(ARCHIVED) Grant Funding Series: Managing Your Grant Award	ARC	Yes				Archived Course	*Business Acumen	*Vision & Strategic Thinking	Innovative Mindset
(ARCHIVED) Grant Funding Series: Why Seek Grant Funding	ARC	Yes				Archived Course	*Business Acumen	*Vision & Strategic Thinking	Innovative Mindset
(ARCHIVED) Grant Funding Series: Writing Effective Grant Proposals	ARC	Yes				Archived Course	*Business Acumen	*Vision & Strategic Thinking	Innovative Mindset
(ARCHIVED) Ideas for Motivating Your Remote Team	CPSHR	Yes				Archived Course	*Talent Management	*Results-Oriented	*Stewardship
(ARCHIVED) Improving Employment of People with Disabilities	#N/A	Yes				Archived Course	*Talent Management	*Stewardship	*Vision & Strategic Thinking
(ARCHIVED) Introduction to LEAN	CalHR	Yes				Archived Course	*Results-Oriented	*Business Acumen	*Vision & Strategic Thinking
(ARCHIVED) Key Performance Indicators	CalHR	Yes				Archived Course	*Results-Oriented	*Business Acumen	*Vision & Strategic Thinking
(ARCHIVED) Labor Relations: Contract Interpretation & Grievance Handling	CalHR	Yes				Archived Course	*Stewardship	*Business Acumen	Communication
(ARCHIVED) Labor Relations: Day-To-Day Labor Relations	CalHR	Yes				Archived Course	*Stewardship	Collaboration	Communication
(ARCHIVED) Labor Relations: Impact Bargaining	CalHR	Yes				Archived Course	*Stewardship	Collaboration	Communication
(ARCHIVED) Labor Relations: Information Requests	CalHR	No				Archived Course	Digital Fluency	Communication	Interpersonal Skills
(ARCHIVED) Labor Relations: LR Leadership	CalHR	Yes				Archived Course	*Stewardship	*Inspirational Leadership	*Talent Management
(ARCHIVED) Labor Relations: Note Taker Training	CalHR	No				Archived Course	Communication	Collaboration	Digital Fluency
(ARCHIVED) Labor Relations: Note Taking in the Virtual World	CalHR	Yes				Archived Course	*Stewardship	*Business Acumen	Communication
(ARCHIVED) Labor Relations: Public Employee Communication Chapter (Pecc)	CalHR	No				Archived Course	Communication	Digital Fluency	Collaboration
(ARCHIVED) Labor Relations: Right To Representation/Access	CalHR	No				Archived Course	Communication	*Business Acumen	Innovative Mindset
(ARCHIVED) Leading Remote Employees	ARC/LosRios	Yes				Archived Course	*Talent Management	*Inspirational Leadership	Digital Fluency
(ARCHIVED) Managerial Skills Refresher	CPSHR	Yes				Archived Course	*Results-Oriented	Communication	Collaboration
(ARCHIVED) Master Proctor Training	CalHR	No				Archived Course	Communication	Collaboration	Interpersonal Skills
(ARCHIVED) Mastering Online Collaboration	CPSHR	No				Archived Course	Digital Fluency	Communication	Collaboration
(ARCHIVED) Microsoft Power BI - Data Management	CPSHR	No				Archived Course	Digital Fluency	*Results-Oriented	*Business Acumen
(ARCHIVED) Microsoft Power BI - Desktop	CPSHR	No				Archived Course	Digital Fluency	*Results-Oriented	*Business Acumen
(ARCHIVED) Microsoft Teams - Level 1	CPSHR	No				Archived Course	Digital Fluency	*Results-Oriented	*Business Acumen
(ARCHIVED) Microsoft Windows Tips and Tricks	CPSHR	No				Archived Course	Digital Fluency	Innovative Mindset	Communication
(ARCHIVED) OKRs: Building Effective Objectives & Key Results	CalHR	Yes				Archived Course	*Results-Oriented	*Business Acumen	Collaboration
(ARCHIVED) Online Collaboration for Project Managers	CPSHR	Yes				Archived Course	*Results-Oriented	Collaboration	Digital Fluency
(ARCHIVED) Overcome Bias to Make Better Decisions	ARC	Yes				Archived Course	*Vision & Strategic Thinking	*Stewardship	Diversity and Inclusion
(ARCHIVED) Performance Conversations	CalHR	No				Archived Course	Communication	Collaboration	Interpersonal Skills
(ARCHIVED) Providing Meaningful Feedback and Recognizing Employee Contributions	CPSHR	Yes				Archived Course	*Talent Management	*Inspirational Leadership	Communication
(ARCHIVED) Safe Work Environments: Active Shooter	CalHR	No				Archived Course	Resilience	Innovative Mindset	Collaboration
(ARCHIVED) SEIU MOU Training	CalHR	Yes				Archived Course	*Results-Oriented	*Business Acumen	Communication
(ARCHIVED) Shaping the Future: At the Crossroads of State Labor Relations	CalHR	No				Archived Course	Communication	Customer Engagement	Collaboration
(ARCHIVED) Statutory Appeals Process	CalHR	Yes				Archived Course	*Stewardship	*Business Acumen	*Talent Management
(ARCHIVED) Stay Connected with Your Remote Team	CPSHR	Yes				Archived Course	*Talent Management	Collaboration	Communication

CalHR Course Information
Last Updated 12.2025

Course	Provider	Biennial Qualify	Credit Hours	Approval Required	Price (FY 25-26)	Drop-Down Category	Competency 1	Competency 2	Competency 3
(ARCHIVED) Stay Motivated When Working Remotely	CPSHR	No				Archived Course	Resilience	Digital Fluency	Collaboration
(ARCHIVED) Take Control of Your Habits	ARC	No				Archived Course	Resilience	Collaboration	Diversity and Inclusion
(ARCHIVED) Team Building and Leadership course	CalHR	No				Archived Course	Interpersonal Skills	Communication	Collaboration
(ARCHIVED) The Transformational Power of Questions	ARC	Yes				Archived Course	*Talent Management	Innovative Mindset	Communication
(ARCHIVED) Ways to Conduct an Effective Virtual Meeting	CPSHR	No				Archived Course	Communication	Digital Fluency	Interpersonal Skills
(ARCHIVED) Working as a Remote Team	CPSHR	Yes				Archived Course	*Talent Management	Collaboration	Digital Fluency
(ARCHIVED) Writing Minutes and Meeting Notes	CPSHR	No				Archived Course	Communication	Interpersonal Skills	Digital Fluency