



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

03 September 2021

OFFICE MEMORANDUM
OM No. 075, s. 2021

COMPETENCY ENHANCEMENT COURSES FOR SDO NON-TEACHING PERSONNEL

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Sections Heads
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Division PRAISE Committee Members
Division Search Screening Committee Members
All Others Concerned



With reference to **Regional Memorandum No. 411, s. 2021** regarding the **Submission of the List of SDO Non-Teaching Personnel as Attendees to Competency Enhancement Courses**, this Office through the Human Resource Development (HRD) Section advises the nominated SDO non-teaching personnel to register through tinyurl.com/CEC-NTsdo on **September 03, 2021** to confirm their attendance/participation to the said courses.

Please see Enclosure for the **list of nominated attendees**.

The implementation of the Competency Enhancement Courses will be conducted by the Regional Office Human Resource Development Division (HRDD) in partnership with the Udemy E-Learning Solutions.

The Courses to be provided will address the competency gaps of non-teaching permanent employees on the three competencies, namely: **core, functional, and leadership**. For the **list of the courses to be offered**, please see attached document.

DEPEDQUEZON-TM-SDS-04-010-004



"Creating Possibilities, Inspiring Innovations"

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In addition, the nominated SDO attendees shall **select four (4) courses** to be taken based on their learning needs assessment. The four identified courses of the attendees **will be taken within six (6) months** and they may opt to take another after completing the chosen courses.

Other details regarding the conduct of the said courses will be communicated through a separate Memorandum.

Immediate dissemination of this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

hrdmgd/09/03/2021

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Enclosure to OM No. 075, s. 2021

**LIST OF NOMINATED ATTENDEES FOR SDO NON-TEACHING PERSONNEL COMPETENCY
ENHANCEMENT COURSES**

Level 2

CN	Name	Position
1	Regina V. Marino	SEPS
2	Oscar R. Duma, Jr.	SEPS
3	Gilbert C. Alva	SEPS
4	Paul Clifford N. Marquez	SEPS
5	Marbin Jeramil D. Fragata	PO III
6	Michelle G. Duma	EPS II
7	Maria Bernadit M. Tupas	EPS II
8	Mary Joyce P. Salamat	EPS II
9	Leah A. Perez	PDO I
10	Mark Angelo Tuisan	PDO I
11	Wilbert B. Porteza	ITO I
12	Carleen D. Aguila	Legal Assistant I
13	Gloria F. Magtibay	AO II
14	Sarah Lyn V. Diala	AO II
15	Arlene M. Tolentino	AO II

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Level 1

CN	Name	Position
1	Rena Rodil	ADAS II
2	Sheila Marie S. Mendoza	ADAS III
3	Jan Carlo S. Reyes	ADAS III
4	Michelle D. Pomobi	ADAS II
5	Marisyll Judee G. Mendoza	ADAS II
6	Famela B. Fontarum	ADAS III
7	Clinton Darwin Evardome	ADAS III
8	Caren Aranilla	ADAS III
9	Bryan R. Ladines	ADAS III
10	Akimi Therese M. Asano	ADAS III
11	Maila Morota	ADAS III
12	Mary Gold C. De Chavez	ADAS III
13	Chaenkee R. Chumacera	ADAS III
14	Brandon E. De Mesa	ADAS III
15	Noeme B. Ferrancullo	ADAS III
16	Raymund E. Peñaverde	ADAS III
17	France Joy F. Taburdan	ADAS III
18	Z-Ann Leah B. Zulueta	ADAS III
19	Jeffrey E. Maaño	ADAS II

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CN	Name	Position
20	Cristell Mae Dianne D. Mangubat	AA VI
21	FloriceL Lagos	ADAS III
22	Dessa Marie B. Dalmacion	AA VI
23	Danica May Jaranilla	ADAS II

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DO 090221 - 102762/

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



27 August 2021

Regional Memorandum

**SUBMISSION OF THE LIST OF SDO NON- TEACHING PERSONNEL AS ATTENDEES TO
COMPETENCY ENHANCEMENT COURSES**

To **School Division Superintendents**

1. In reference to DepEd Order No. 040 s. 2020 re: Implementation of Learning and Development for Non-teaching personnel in the Department of Education in view of COVID-19 pandemic, this Office, through the Human resource Development Division (HRDD) in partnership with Udemy E Learning Solutions will provide courses to address the competency gaps of non-teaching permanent employees, on the following:
 - a. Core Competency
 - b. Functional Competency
 - c. Leadership Competency

2. This activity aims the participants to;
 - a. gain an in-depth understanding on the customized/personalized course based on their needs on the competencies mentioned above.
 - b. prepare a work plan on the implementation of the insights gained from the course; and
 - c. implement the work plan to enhance productivity in the workplace.

3. Anent to this, kindly identify participants and their 4 priority courses to be taken based on the needs assessment results. All participants will be enrolled to Udemy E Learning Solutions for a period of one year. However the first 4 courses identified will be taken within 6 months from the time they are enrolled. Participants can take other courses after finishing the first 4 courses.


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"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

4. Attached are the number of participants per SDO and the list of Udemy Courses where you can choose from, that will address the gaps on core, functional and leadership competency.
5. Please email the list of participants endorsed by Schools Division Superintendent to hrd.calabarzon@deped.gov.ph on or before September 3, 2021 following the format attached.
6. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

hrdd/jnu

NUMBER OF PARTICIPANTS PER SDO

SDO	LEVEL 1	LEVEL 2	TOTAL
Antipolo City	7	16	23
Bacoor City	7	11	18
Batangas City	13	9	22
Batangas Province	17	17	34
Binan City	6	16	22
Cabuyao City	7	9	16
Calamba City	9	7	16
Cavite City	9	7	16
Cavite Province	15	17	32
Dasmariñas City	7	8	15
General Trias City	6	8	14
Imus City	6	8	14
Laguna Province	7	25	32
Lipa City	10	10	20
Lucena City	10	9	19
Quezon Province	23	15	38
Rizal Province	9	22	31
San Pablo City	10	8	18
Sta Rosa City	7	8	15
Tanauan City	11	8	19
Tayabas City	6	8	14
TOTAL	200	246	446

Template

(Letter Head)

LIST of PARTICIPANTS to COMPETENCY ENHANCEMENT COURSES

Name	Level	Designation	Courses
1.			1.
			2.
			3.
			4.
2.			1.
			2.
			3.
			4.

DepEd Central Office Priority Competencies

I. Core Skills and Behavioral Competencies					
Target Job Group	Target Competencies	Title of Courses	Instructors	# of Training Hours	Rating
All	Self-Management	Master your Brain: neuroscience for Personal Development	Gregory Caremans	3	4.6
		How to Develop Emotional Resilience to Manage Stress	Robin Hills	3.5	4.4
		Emotional Intelligence at Work: Learn from your Emotions	Leila Bulling Towne	1	4.5
		Emotional Intelligence: Master Anxiety, Fear and Emotions	Joel and Natalie Rivera, Transformation Services	7	4.4
		Enhance your Emotional Intelligence: The Science of Emotions	Sivakami, S.	3	4.5
		Self-Confidence: 40-minute Confidence and Self-Esteem Guide	Jimmy Naraine	1	4.5
		Releasing Negative Beliefs & Thought-Patterns	Tara Brach	2.5	4.5
		Mindfulness Certificate Course (Level I, II, III and Master)	Kain Ramsey, Achology Ltd	27	4.5
		How to Build Self-Discipline	Martin Meadows	1.5	4.5
		Double Your Confidence and Self-Esteem – Complete Blueprint	Jimmy Naraine	7	4.4

	Teamwork	Manage Change Through Collaboration and Team Work	Denise Fletcher	1.5	4.3
		Building Your Team – Forming to Performing – A Quick Course	Lawrence M. Miller, Institute for Leadership	2	4.4
		Conscious Business: Building Collaborative and Engaged Teams	Conscious Business Institute – Petter Matthias	1.5	4.4
		Virtual Teams – Designing your successful remote team culture	Julja Schneider	1.5	4.2
		Developing Emotional Intelligence in Teams	Robin Hills	2.5	4.4
		Agile Leadership and Resilient Teams	Michael Papanek	1.5	4.4
		Team Leadership and Management Skills 2020 – LEAN Team Kata	Lawrence M. Miller, Institute for Leadership Excellence	14	4.6
	Professionalism and Ethics	Leadership Ethics and Integrity: A Comprehensive Guide	Sivakami, S	4.5	4.5
		Complete Personal Development Personal Transformation Course	TJ Walker	29	4.5
		Learn Social Psychology – The Self and Self-Esteem	Andrew Luttrell	1	4.3
		Complete Time Management Course Raise Personal Productivity	TJ Walker	26	4.4
		Personal Time Management – Personal Productivity Tools	Piotr Nabielec	1.5	4.5
		Personal Branding Master: The System to Reinvent Yourself	Silviu Marisk, Effective Learning Lab	8	4.6
Productivity Masterclass: A guide to Personal Effectiveness	Kain Ramsey	3	4.4		

		Email Etiquette: Write More Effective Emails At Work	Clare Lynch	1	4.4	
		Leading Effective Meetings – You Can Leader Effective Meetings	TJ Walker	27	4.6	
	Results-Focus	The Complete Personal Productivity Course – Business and Life	TJ Walker	29.5	4.3	
	Innovation		Disciplined Dreaming: Lead Breakthrough Creativity At Work	Josh Linkner	1.5	4.4
			Design Thinking for Beginners: Develop Innovative Ideas	Laura Pickel	1	4.3
			Design Thinking in 3 Steps	Designit Strategic Design	1.5	4.4
			Creativity, Design Thinking, and Innovation for Business	Joel and Natalie Rivera, Transformation Service	3	4.2
			Develop your Innovatio- Certified Design Thinking Bootcamp	Marcin Stasko	2.5	4.0
			Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways	Kristen Palana	1	4.5
			Business Model InnovationL Differentiate and Grow Your Company	Pavel N Business Disruptors	4	4.5
			Innovation Master Class	Thomas M. Koulopoulos	3.5	4.4.
			Accelerate Innovation and Creativity, A Research Based Guide	Sivikami, S	3.5	4.3
			Smart Tips: Innovation	Tamara Ghandour	2	4.5
	Service Orientation		Transformational Leadership and Leading Corporate Culture	Lawrence Miller	3.5	4.4

		Leadership Skills Training: Becoming an Inspiring Leader	Lecturio GmbH	2	4.5	
		Agile Leadership and Resilient Teams	Michael Papanek	1.5	4.4	
		Service Design: Designing for Experience Over Time	Jon Kolko	1	4.3	
		Customer: How to Understand Customer Needs	Learoy Tonight	1	4.4	
		2020: Customer Service 2.0: Learn Digital Customer Service	Davis Jones	1	4.5	
		Customer Service: Soft Skills Fundamentals	Samara Wenten	40 mins	4.4	
	Monitoring and Evaluation		Learn Risk Analysis, Evaluation and Assessment- from A to Z	Marco Catanossi	1	4.2
			Goal Setting at Work: Plan for Success and Reach Your Goals	Leila Bulling Towne	1	4.5
			Project Management: Master Project Management- PMP/PMI	Chris Croft	2.5	4.6
			Project Management Fundamentals	Chris Croft	2.5	4.5
			Project Management with MS Project – Scheduling Master Class	Igor Ovchinnikov	6.5	4.6
	Partnership & Linkage		International Expansion: A Blueprint for Success	Anthony Gioeli	3.5	4.4
			Change Management for OrganizationsL Drive Strategic Results	Vicki Hart	1	4.4
			Management Skills: Build Employee Engagement and Performance	Ramon Janssen	2	4.3

		How to Facilitate Effective Communication and Engagement	Greensafe international Dioworks Group	1.5	4.3
		Conscious Business: Building Collaborative and Engaged Teams	Conscious Business Institute	1.5	4.4
	Essential Skills in Adapting to the New Normal	Working from Home Effectively	Chris Croft	2.5	4.5
	A. Managing Health in terms of Crisis and Disaster				
		Mental Health for Coping with Stress and Anxiety (Coronavirus)	Joel and Natalie Rivera, Transformation Service	2	4.4
		The Stress Detox: Reduce Stress and Burnout In The Workplace	Ritu Riyat	0.9	4.3
		Anxiety and Stress	Chris Croft	2.2	4.6
		The Simple Guide To Mindfulness & Mindfulness Meditation	Julian Jenkins	1.8	4.6
		Flourishing in Stressful Times - with Tara Brach	Tara Brach, Ph.D.	2.0	4.4
		Learn Meditation with Certification to Guide Others	Melissa Crowhurst	1.0	4.5
		The Stress Detox: Reduce Stress and Burnout In The Workplace	Ritu Riyat	0.9	4.3
		How to Develop Emotional Resilience to Manage Stress	Robin Hills	3.5	4.4
		Emotional Intelligence: Control Your Thoughts and Behaviors	The Best Selling Author Noah Marriby	2.5	4.2
		Manage Workplace Stress and Strike a Balance	Eleventure Team	44 mins	4.4
		How to Work from Home with Kids During a Pandemic	Marissa Lonic	1	4.5
	a. Managing Mental Health in time of Crisis and Disaster	How to be more productive working from home	Christopher Greenwood, Melanie Greenwood	43 mins	4.5

		Work From Home: Worklife Balance and Time Management	Dave Espino	1	4.5
	B. Collaborative Working with Remote Teams	Leading Virtual Teams: A Quick Course	Lawrence Miller, Institute for Leadership Excellence	2	4.4
		How to Manage and Influence Your Virtual Team	Hassan Osman	3	4.4
		Best Practices for Working Remotely	Shelley Osborne	0.5	4.4
		Work From Home: Where to Start and How to Succeed	Reneice Charles	1.4	4.3
	b. Collaborative Working with Remote Teams	Working Remotely: How to Succeed in the New Workplace	Clare Lynch	1.5	4.3
	C. Using Online Platforms and Presentation Skills in Online Activities	Designing a Digital Transformation Roadmap	Mike Connor	1	4.2
		Better Virtual Meetings: How to Lead Effective Meetings	Hassan Osman	1	4.5
		Train The Trainer Virtual; Virtual Training Master Class	Jason Teteak	7	4.3
		Virtual Presentation Skills Webinar – Beginner to Advanced	Jason Teteak	2	4.4
		Video Conferencing Zoom, Skype, WebEx Tech Presentation Skills	TJ walker	27.5	4.3
	c. Using Online Platforms and Presentation Skills in Online Activities	Designing a Digital Transformation Roadmap	Mike Connor	1	4.2
	D. Cyber Security and Data Privacy	Cybersecurity for HR Professionals	HR Jetpack	1	4.5
		Risk Management for Cybersecurity and IT Managers	Jason Dion	3	4.5
	d. Cybersecurity and Data Privacy	Start and Grow your Successful Career in Cyber Security	Alexander Onli	2.5	4.7

		Information Security Management Fundamentals for Non-Techies	Alton Hardin	10.5	4.5
		Cyber Security Operation and Technology Solutions	Mobolaji Moyosore	5	4.3
		The Beginners 2020 Cyber Security Awareness Training Course	Reza Zaheri	3.5	4.6
		Google Cloud Professional Data Engineer: Get Certified 2020	Dan Sullivan	6	4.3
		The Data Science Course 2020: Complete Data Science Bootcamp	365 Careers Team	29	4.5
		Data Science A-Z: Real – Life Data Science Exercises Included	Kirill Eremenko, Super Data Science Team	21.5	4.6
II. Functional Competencies					
Target Job Group	Target Competencies				
		Talent Development for Leaders: Develop Your High-Potentials	Mary Walter	1	4.4
		Train the Trainer Virtual: Virtual Training Master Class	Jason Tateak	7	4.2
		Let's Create a Course in Articulate Storyline 3 / 360	Thor Melicher	3	4.6
		Instructional Design for Classroom Training	Irina Ketkin	2	4.4
	Human Resources Management and Development				
	A. Recruitment, Selection and Placement	How to Hire & Manage Virtual Teams	Evan Kimbrell	1	4.33
		Recruiter Training - Hire Top Employees in 30 days	Craig Brown	9.8	4.3
		[2020] Recruiting: Talent Acquisition & Hiring (Version 2)	Davis Jones	1.4	4.34
		Optimized Interview: For Hiring Managers & Recruiters	Ryan Lecour	1.5	4.17

		HR Analytics - Analytics in Talent Management	Jigsaw Academy	2	4.1
		Strategic Planning Basics for Human Resources	HR Jetpack	1	4.4
		Introduction to Human Resource Concepts	Integrity Training	8	4.5
		The Complete Job Interviewing Skills Masterclass Course	TJ Walker	22	4.5
		INTERVIEW TRAINING: Ask Better Questions, Hire Better People	James Colino	1.5	4.5
		HR Metrics That Matter	HR Jetpack	1.5	4.3
		Conduct Behavioral Interviews & Be a Great Mentor	Eleventure Team	1	4.4
		How to Master Hiring: Pick the right candidate every time	PracticalGrowth	1	4.4
		Interview Training for Hiring Managers and Teams	Elizabeth Shober, Udemy Learning Team	1	4.4
		Attract Great Candidates By Creating A Stand Out Job Advert	Debbie Yarwood	1.5	4.2
		Recruitment Interviewing Essentials: Interviewing Made Easy	Richard Lock	2.8	4.31
		The Superboss Playbook for Managers	Sidney Finkelstein	1.5	4.4
		Employee Training: Your Rapid Roadmap to Classroom Success	Linda Salazar	0.52	4
	How to Design Effective Training Programs	O'Connell Advance Training Solutions,	1	4.2	
	ADDIE: Training and Development Professionals' Guide	Sorin Dumitrascu	2	4	
	Teach Online: How To Create In-Demand Online Courses	Debbie LaChusa	3.5	4.7	

General Administrative		Feedback is Fuel	Shelley Osborne	0.5	4.4
		How to Create your Course Outline: Official Udemy Course	Udemy Instructor Team	1	4.8
	B. Human Resource Development (Learning and Development)	Talent Development for Leaders: Develop Your High-Potentials	Mary Walter	1.1	4.25
		Train the Trainer Virtual: Virtual Training Master Class	Jason Tateak	7	4.2
		Introduction to Learning and Development (HR)	Irina Ketkin	2	4.4
		Let's Create a Course in Articulate Storyline 3 / 360	Thor Melicher	3	4.6
		Instructional Design for Classroom Training	Irina Ketkin	2	4.4
		The Superboss Playbook for Managers	Sydney Finkelstein	1.4	4.33
		Employee Training: Your Rapid Roadmap to Classroom Success	Linda Salazar	0.52	4.3
		How to Design Effective Training Programs	O'Connell Advance Training Solutions	1	4.2
		ADDIE: Training and Development Professionals' Guide	Sorin Dumitrascu	2	4
		Teach Online: How To Create In-Demand Online Courses	Debbie LaChusa	3.5	4.5
		Feedback is Fuel	Shelley Osborne	0.5	4.24
		C. Performance Management	How to Create your Course Outline: Official Udemy Course	Udemy Instructor Team	1
	Understanding Performance Management as an HR Professional		Christina A. Danforth	1.3	4.34
		The Essentials of Feedback & Performance Management (2020)	Davis Jones	2.5	4.5
		Performance Management For Managers	Life Progression Project, Lorraine Wiseman	1.5	4.4
		Performance Management: Build a High Performing Team	Bob Bannister	1.8	4.19

		Effectively Managing Employee Performance	LearnSmart LLC	1.7	3.99
		World-Class HR: 21st Century Talent Management	Josh Bersin	3	4.3
		Onboarding New Employees: Increase retention and performance	PracticalGrowth	1	4.4
		Build A Culture of Freedom & Responsibility by Patty McCord	Patty McCord	1.5	4.4
		Green Jujitsu: Smart Employee Engagement for Sustainability	Gareth Kane	1.5	4.3
	D. Rewards and Recognition	Rock The Review: Get Promoted as VIP Talent	Tania DeSa	2	4.5
		Build A Culture of Freedom & Responsibility by Patty McCord	Patty McCord	1.5	4.4
		World-Class HR: 21st Century Talent Management	Josh Bersin	3	4.3
		HR Analytics - Analytics in Talent Management	Jigsaw Academy	2	4.1
		Learn HR Fundamentals for a Career in Human Resources	Christina A. Danforth	0.7	4.4
		Labor Relations for Human Resources	HR Jetpack	1.5	4.6
		Green Jujitsu: Smart Employee Engagement for Sustainability	Gareth Kane	1.5	4.3
	E. Employee Relations/ Welfare	Collaboration and Emotional Intelligence	Robin Hills	1.9	4.39
		Mastering Collaboration: Work together for the best results	Evan Kimbrell	0.8	4.15
		How to Manage Difficult Conversations: Beginner's Guide	Markus Amanto	1.2	4.39
		Cross-Cultural Communication: How To Flex Your Style	Life Progression Project	1.2	4.31
		Rock The Review: Get Promoted as VIP Talent	Tania DeSa	2	4.5

		Build A Culture of Freedom & Responsibility by Patty McCord	Patty McCord	1.5	4.4
		World-Class HR: 21st Century Talent Management	Josh Bersin	3	4.3
		HR Analytics - Analytics in Talent Management	Jigsaw Academy	2	4.1
		Learn HR Fundamentals for a Career in Human Resources	Christina A. Danforth	0.7	4.4
		Labor Relations for Human Resources	HR Jetpack	1.5	4.6
		Green Jujitsu: Smart Employee Engagement for Sustainability	Gareth Kane	1.5	4.3
	F. Talent Management	World-Class HR: 21st Century Talent Management	Josh Bersin	1.9	4.21
		Be a Great Mentor: A Practical Guide to Mentorship	JeanAnn Nichols	1.1	4.35
		Coaching Managers & Leaders for Continuous Improvement	Lawrence M. Miller	4.4	4.52
		Mentor for Impact - Start Mentoring	Harald Lepisk	1.2	4.28
		Build A Culture of Freedom & Responsibility by Patty McCord	Patty McCord	1.5	4.4
		Identifying and Building Digital Leadership Talent	Mike Conner	2	4.4
		Embracing a Culture of Feedback	Maureen Falvey	1	4.4
		Diversity & Inclusion: Building a Grassroots Foundation	Jennifer Kim	1	4.5
		HR Course - Agile PeopleOps Framework (APF) : Foundation	Culturelligence LLC	0.7	4.1
		Onboarding New Employees: Increase retention and performance	PracticalGrowth	1	4.4
		Coaching Managers & Leaders for Continuous Improvement	Lawrence M. Miller, Institute for Leadership Excellence	4.5	4.4

		HR Metrics That Matter	HR Jetpack	1.5	4.2
		Labor Relations for Human Resources	HR Jetpack	1.5	4.6
		Strategic Planning Basics for Human Resources	HR Jetpack	1	4.3
		Learn how to Simplify HR Reports	InfoTrek	4	4.5
		Strategic Workforce Planning: A Fundamental Beginner's Guide	Tracey Smith	1	4.4
		Event Management for Beginners	Lisa Price	1.5	4.2
		Successful Events; Event Planning, Marketing and Management	Alex Genadinik	9.5	4.3
		Operations Management A-Z: Business Processes and Systems	Laurence Gartside	3.5	4.5
		Diversity, Equity, and Inclusion: A Beginner's Guide	Ulysses Smith	1	4.5
		Exceptional Leadership: Leading at a Higher Level	Ron Carucci	1.1	4.33
	Asset Management	Procurement Management	Avik Munshi, PMP	6	4.2
		Financial Planning & Analysis: Building a Company's Budget	365 Careers	1.5	4.2
		Introduction to Financial Modeling for Beginners	Symon He, Brandon Young	6.5	4.2
		Personal Financial Well-Being	Richard Okumoto	10.5	4.4
		Financial Accounting: The Complete Introductory Crash Course	David Burrell, BComm	10	4.5

	Communication (Technical Writing)	Business and Technical Writing Immersion	Starweaver /live	4.5	4.5
		Writing with Confidence: Writing Beginner to Writing Pro	Clare Lynch	5.5	4.5
		Report Writing Made Simple	Clare Lynch	1.5	4.3
		Business Writing for Busy People	Clare Lynch	1	4.3
		Write Better Emails: Tactics for Smarter Team Communication	Hassan Osman	1.5	4.4
		Business Communication Skills: Business Writing and Grammar	Alex Genadinik	11	4.4
		Better Business Writing Skills	Mark Morris	3.5	4.4
		Ninja Writing: The Four Levels of Writing Mastery	Shani Raja	4.5	4.4
		Write Like a Boss: Master Your Business Writing Skills	Elizabeth Goins, PhD	1.5	4.4
	Records Management	Computer Organization and How to Organize Computer Files	Burt Richard	2	4.4
		Decluttering – Complete Organizing, Home, Office Life Course	TJ Walker	5.5	4.3
		Best Practices in Document Management	Tish Chungoora	1.5	4.3
		Project Management Fundamentals: Run projects effectively	PracticalGrowth	1	4.3
		Account Management for Beginners	Catherine Gao, Erin Adams	1	4.3

		Microsoft Excel for Project Management: Earn 5 PDUs	Joseph Phillips	4.5	4.3
		Become a SuperLearner 2: Learn Speed Reading and Boost Memory	Jonathan Levi, Lev Goldentouch	5.5	4.5
Executive Secretaries and Other Secretarial/Administrative Job Group	Communication	Presentation Skills: Master Confident Presentation	Chris Croft	2	4.5
		Powerful Speaking	Julian Treasure	1.5	4.5
		Speak Like a Pro: Public Speaking for Professionals	Jennifer Hennings	1	4.4
		Public Speaking and Presenting at Work	Joel & Natalie Rivera, Transformation Services	2.5	4.3
		Public Speaking and Communicating: Skip Theory, Master the Art	Desmond Byram	5	4.5
		Presentation Skills: Advanced: Speak without Reading Notes	TJ Walker	29	4.3
		Giving Effective Feedback: Empower and Retain Your Employees	Alexa Fischer	1.5	4.4
		Communication & Social Skills	MicroLearn Ltd	0.6	4.4
		Assertiveness Basics: The 50 Minute Communication Guide	Dr. Roy Naraine, Adam Naraine, Jimmy Naraine	1	4.4
		Smart Tips: Communication	Deborah Grayson Riegel	3	4.5
		How to Manage Difficult Conversations: Beginner's Guide	Markus Amanto	1	4.3
		The Essentials of Feedback & Performance Management (2020)	Davis Jones, Andy Angelos, Eazl (Official)	2.5	4.3
		Organization and time management	Time Management Mastery: Do More, Stress Less	Alexis Haselberger	2
		Time and Task Management: Time Management Techniques	Joseph Phillips	2	4.4

		Practical Time Management: Personal Productivity Tools	Piotr Nabielec	1.5	4.5
		Time Management Secrets for Busy People	Joel Widmer	3	4.3
		Complete Time Management Course Raise Personal Productivity	TJ Walker	26	4.4
	Proofreading and document editing	Master Business Writing and Editing	Grant Hall	3	4.4
		Better Business Writing Skills	Mark Morris	3.5	4.4
		Report Writing Made Simple	Clare Lynch	1.5	4.3
		Punctuation Mastery	Shani Raja	2.5	4.5
	File Management	Computer Organization and How to Organize Computer Files	Burt Richard	2	4.4
		Decluttering – Complete Organizing, Home, Office Life Course	TJ Walker	5.5	4.3
		Best Practices in Document Management	Tish Choongura	1.5	4.3
		Microsoft Excel – Data Analysis with Excel Pivot Tables	Mavel Analytics, Chris Dutton	7	4.6
		Microsoft Project ALL: BEGINNER to EXPERT 10 Projects 9 PDU	Srikanth Shirodkar	9	4.5
		Computer Organization and How to organize Computer Files	Burt Richard	2	4.4
	Public Financial Management				
	A. Budgeting	Budgeting for Business	Samantha T. Duhn	2.5	4.2
		The Complete Financial Analyst Course 2020	365 Careers	19	4.5
	B. Procurement	Procurement Management	Avik Munshi, PMP	6	4.2
		Financial Planning & Analysis: Building A Company's Budget	365 Careers	1.5	4.2

Finance Group		Introduction to Financial Modeling for Beginners	Symon He, Brandon Young	6.5	4.2
		Personal Financial Well-Being	Richard Okumoto	10.5	4.4
	C. Accounting	Accounting in 60 Minutes – A Brief Introduction	Vincent Turner	1.5	4.5
		Accounting: From Beginner to Advanced!	Stefan Ignatovski, Ph.D.	5.5	4.4
	D. Cash Management	Acorns’ Guide to Personal Finance	Jennifer Barrett	1	4.3
		The Complete Personal Finance Course: Save, Protect, Make More	Chris Haroun	16	4.6
	E. Auditing	Audit – Financial Statement	Robert (Bob) Steele	18.5	4.3
		Quality Management Essentials Simplified	Gregory Peckford	0.5	4.2
	F. Financial Reporting	CFA Level 1 2020 – Complete Financial Reporting & Analysis	PrepNuggets by Keith Tan	8	4.5
		Accounting & Financial Statement Analysis: Complete Training	365 Careers	3.5	4.6
Planning Group	G. Tax Compliance	Fundamentals of Business Taxes	Mike M.	2	4.5
		How to Prepare Your Taxes	John Crowder, EA	2	4.6
	Project Management	Business Skills: Email Etiquette Rules Everyone Should Know	Jacqueline Seidel	1.5	4.4
		Agile Crash Course: Agile Project Management; Agile Delivery	Mauricio Rubio	2.5	4.3
	Information Technology	Beginning Project Management: Project Management Level One	Joseph Phillips	3.5	4.5
		Microsoft Access 2016 Master Class: Beginner to Advanced	Joe Parys, Bruce Myron, Joe Parys Support	7.5	4.6
		Master Microsoft Word Beginner to Advanced	Kyle Pew	7	4.7
	Microsoft Excel – Excel from Beginner to Advance	Kyle Pew, Office Newb LLC	17.5	4.6	

Education, Library and Archival Service Group		Master Microsoft Powerpoint 2016 the Easy Way	Simon Sez IT	7.5	4.6
		Creating Measures and Metrics using the ITIL 4 Framework	Jason Dion	1.5	4.5
		Microsoft Power BI – A Complete Introduction (2020 Edition)	Manuel Lorenz, Maximilian Schwarzmuller	23.5	4.6
		Introduction to Service Management with ITIL 4	Jason Dion	2	4.5
	Organization Development	Change Management Training: Master the Change Process	Lecturio GmbH	2	4.3
		Change Management: Design Successful Org Change	Impact Company	1.5	4.3
		Amazing Change Management Plan	Susan Tuttle	1.5	4.2
		Lean Leadership Skills, Lean Culture and Lean Management	Lawrence M. Miller	6.5	4.5
		Strategic Planning Basics for Human Resources	HR Jetpack	1	4.3
		CHANGE MANAGEMENT FOR ORGANIZATIONS: Drive Strategic Results	Vicki Hart	1	4.4
		Building an All in Culture with Chester Elton	Chester Elton	0.6	4.4
	Data Analytics	Python for Finance: Investment Fundamentals & Data Analytics	365 Careers	8.5	4.5
		Beginner’s Guide to Data & Data Analytics, by SF Data School	Colby Schrauth, Serge Le Blanc	1.5	4.3
	Database Management	Database Management from Scratch Part 1	Vignesh Sekar	12	4.5
		Database Management from Scratch Part 2	Vignesh Sekar	9	4.6

		SQL for Beginners: Learn SQL using MySQL and Database Design	Tim Buckalka, Jon Avis	8	4.4
	Business Continuity Planning	Business Continuity Management System. ISO 22301.	Cristian Vlad Lupa	2	4.4
		A Brief Guide to Business Continuity and Disaster Recovery	Michael Biocchi	2	4.4
	Risk Management	Informed Risk Taking: Risk Management Process - Analysis	Alex Sidorenko	9	4.1
		ISO 31000 – Enterprise Risk Management for Profession	Avrohom Gluck	9	4.4
Medicine and Health Group	Policy Development	The Legal Implications of Social media in the Workplace	Mark Addington	1.5	4.5
		Complete Health and Safety Auditor Course. OHSAS 18001	Cristian Vlad Lupa	2.5	4.4
		ISO 45001. Occupational Health & Safety Management System	Cristian Vlad Lupa	2.5	4.4
	Public Health Advocacy	Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours	George Patriki	12.5	4.5
		Promotion of WSH Culture Development	Greensafe Intl., Dioworks Group	1	4.3
		Health Data 101	Eddie Jay	1	4.2
		Medical Terminology	Paul Stewart	12.5	4.6
		First Aid	Arthur Jackson	1	4.2
Legal and Judiciary Group	Legal Investigation and Research	Understanding and Complying with HIPAA	Scott Koller	0.6	4.4
	Legal Writing	Business and Technical Writing Immersion	Starweaver /live	4.5	4.5
		Writing with Confidence: Writing Beginner to Writing Pro	Clare Lynch	5.5	4.5
		Report Writing Made Simple	Clare Lynch	1.5	4.3
		Business Writing for Busy People	Clare Lynch	1	4.3

		Write Better Emails: Tactics for Smarter Team Communication	Tyler Speegle	1.5	4.2
		Report Writing Made Simple	Clare Lynch	1.5	4.3
	Communication	Presentation Skills: Master Confident Presentation	Chris Croft	2	4.5
		Powerful Speaking	Julian Treasure	1.5	4.5
		Speak Like a Pro: Public Speaking for Professionals	Jennifer Hennings	1	4.4
		Public Speaking and Presenting at Work	Joel & Natalie Rivera, Transformation Services	2.5	4.3
		Public Speaking and Communicating: Skip Theory, Master the Art	Desmond Byram	5	4.5
		Presentation Skills: Advanced: Speak without Reading Notes	TJ Walker	29	4.3
		Giving Effective Feedback: Empower and Retain Your Employees	Alexa Fischer	1.5	4.4
		Communication & Social Skills	MicroLearn Ltd	0.6	4.4
		Assertiveness Basics: The 50 Minute Communication Guide	Dr. Roy Naraine, Adam Naraine, Jimmy Naraine	1	4.4
		Smart Tips: Communication	Deborah Grayson Riegel	3	4.5
		How to Manage Difficult Conversations: Beginner's Guide	Markus Amanto	1	4.3
		The Complete Communication Skills Master For Life	TJ Walker	31	4.3
		Powerful Speaking	Julian Treasure	1.5	4.5
	Curriculum Development	Talent Development for Leaders: Develop Your High-Potentials	Mary Walter	1.1	4.25
		Train the Trainer Virtual: Virtual Training Master Class	Jason Tateak	7	4.2

		Introduction to Learning and Development (HR)	Irina Ketkin	2	4.4
		Let's Create a Course in Articulate Storyline 3 / 360	Thor Melicher	3	4.6
		Instructional Design for Classroom Training	Irina Ketkin	2	4.4
		The Superboss Playbook for Managers	Sydney Finkelstein	1.4	4.33
		Employee Training: Your Rapid Roadmap to Classroom Success	Linda Salazar	0.52	4.3
		How to Design Effective Training Programs	O'Connell Advance Training Solutions	1	4.2
		ADDIE: Training and Development Professionals' Guide	Sorin Dumitrascu	2	4
		Teach Online: How To Create In-Demand Online Courses	Debbie LaChusa	3.5	4.5
		Feedback is Fuel	Shelley Osborne	0.5	4.24
		How to Create your Course Outline: Official Udemy Course	Udemy Instructor Team	1	4.8
		Outcome Based Education (OBE) & Academic Quality Assurance	Dr. Kamran Moosa	9	4.6
Information, Art and Recreation Service	Learning Facilitation	Introduction to Learning and Development	Irina Ketkin	2	4.4
		Talent Development for Leaders: Develop Your High-Potentials	Mary Walter	1.1	4.25
		Train the Trainer Virtual: Virtual Training Master Class	Jason Tateak	7	4.2
		Introduction to Learning and Development (HR)	Irina Ketkin	2	4.4
		Let's Create a Course in Articulate Storyline 3 / 360	Thor Melicher	3	4.6
		Instructional Design for Classroom Training	Irina Ketkin	2	4.4
		The Superboss Playbook for Managers	Sydney Finkelstein	1.4	4.33

		Employee Training: Your Rapid Roadmap to Classroom Success	Linda Salazar	0.52	4.3
		Instructional Design for Classroom Training	Irina Ketkin	2	4.4
		The Complete Train the Trainer Bootcamp (Part 1): All Levels	Jason Teteak	5	4.7
	Communication	Presentation Skills: Master Confident Presentation	Chris Croft	2	4.5
		Powerful Speaking	Julian Treasure	1.5	4.5
		Speak Like a Pro: Public Speaking for Professionals	Jennifer Hennings	1	4.4
		Public Speaking and Presenting at Work	Joel & Natalie Rivera, Transformation Services	2.5	4.3
		Public Speaking and Communicating: Skip Theory, Master the Art	Desmond Byram	5	4.5
		Presentation Skills: Advanced: Speak without Reading Notes	TJ Walker	29	4.3
		Giving Effective Feedback: Empower and Retain Your Employees	Alexa Fischer	1.5	4.4
		Communication & Social Skills	MicroLearn Ltd	0.6	4.4
		Assertiveness Basics: The 50 Minute Communication Guide	Dr. Roy Naraine, Adam Naraine, Jimmy Naraine	1	4.4
		Smart Tips: Communication	Deborah Grayson Riegel	3	4.5
		How to Manage Difficult Conversations: Beginner's Guide	Markus Amanto	1	4.3
		The Essentials of Feedback & Performance Management (2020)	Davis Jones, Andy Angelos, Eazl (Official)	2.5	4.3
		Communication Skills for Beginners	TJ Walker	31	4.2
Information and Commu		Communication & Social Skills	MicroLearn Ltd	0.6	4.4

		Smart Tips: Communication	Deborah Grayson Riegel	3	4.5
		The Complete Communication Skills Master Class for Life	TJ Walker	31	4.3
		Communication Fundamentals: How to Communicate Better	Life Progression Project, Lorraine Wiseman	1.5	4.4
		Conscious Listening	Julian Treasure	1.5	4.5
		Assertive Communication Skills Masterclass	Kara Ronin	3	4.5
Architecture and Engineering Service	Research	Statistics for Data Analysis Using Excel 2016	Sandeep Kumar	14.5	4.4
		Statistics / Data Analysis: Survey Data and Likert Scales	Quantitative Specialists	3	4.3
		How to Write An Effective Research Paper	Mohammad Noori	2.5	4.5
		Report Writing Made Simple	Clare Lynch	1.5	4.3
Medicine and Health Group	Healthcare Management	CompTIA Healthcare IT	Stone River eLearning	4	4.5
	Policy Development	The Legal Implications of Social media in the Workplace	Mark Addington	1.5	4.5
Other General Services Group		Complete Health and Safety Auditor Course. OHSAS 18001	Cristian Vlad Lupa	2.5	4.4
		ISO 45001. Occupational Health & Safety Management System	Cristian Vlad Lupa	2.5	4.4
	Public Health Advocacy	Addiction and Mental Health (Dual Diagnosis) Integrative 12 Hours	George Patriki	12.5	4.5
		Promotion of WSH Culture Development	Greensafe International, Dioworks Group	1	4.3
		Health Data 101	Eddie Jay	1	4.2
		Medical Terminology	Paul Stewart	12.5	4.6
		First Aid	Arthur Jackson	1	4.2
	Emergency Response and Crisis Management	Emergency and Life Support	Emily Mottershead	1.5	4.4

		Personal Emergency Planning (Coronavirus – COVID 19 – Edition)	Kenny Media	8	4
Information, Art and Recreation Service	Graphic Designing	Graphic Design Bootcamp: Photoshop, Illustrator, InDesign	Derrick Mitchell	15.5	4.5
		The Complete Graphic Design Theory for Beginners Course	Lindsay Marsh, Jeremy Deighan	6.5	4.5
	Video Editing	Adobe Premiere Pro CC: Learn Video Editing in Premiere Pro	Life Progression Project	3.5	4.6
		The Complete Video Production Bootcamp	Video School	9	4.4
Information and Communication Technologies	Cyber Risk Management	The Complete Cyber Security Course: Network Security!	Nathan House	12.5	4.5
		The Absolute Beginners Guide to Cyber Security 2020 – Part 1	Alexander Oni	3.5	4.6
	Computer Programming	Java Programming Masterclass for Software Developers	Tim Buchalka	80.5	4.6
		Computer Science 101: Master the Theory Behind Programming	Kurt Anderson	9	4.5
Architecture and Engineering Service	Architecture	Basics of Software Architecture & Design Patterns in Java	Holczer Balazs	4.4	4.5
		Microservices Architecture – The Complete Guide	Memi Lavi	5	4.5
	Safety Management	Decluttering – Complete Organizing Home, Office, Life Course	TJ Walker	5.5	4.3
Other General Services Group	Office Repairs and Maintenance	Computer Organization and How to Organize Computer Files	Burt Richard	2	4.4
II. Leadership Competencies					
Target Job Group	Target Competencies				
	Building Collaborative and Inclusive Working Relationships	Collaboration and Emotional Intelligence	Robin Hills	1.9	4.39

All managerial/supervisory positions (Assistant Division Chief and Above)	Managing Performance and Coaching for Results	Mastering Collaboration: Work together for the best results	PracticalGrowth	1	4.3
		Conscious Business: Building Collaborative & Engaged Teams	Conscious Business Institute - Peter Matthies	1.1	4.31
		Diversity, Equity, and Inclusion: A Beginner's Guide	Ulysses Smith	0.8	4.19
		Diversity & Inclusion: Building a Grassroots Foundation	Jennifer Kim	1.2	4.29
		Understanding Performance Management as an HR Professional	Christina A. Danforth	1.5	4.4
	Effectively Managing Employee Performance	Effectively Managing Employee Performance	LearnSmart LLC	1.7	3.99
		Giving and Receiving Feedback for Management and Leadership	Lawrence M. Miller	1	4.4
		Coaching Managers & Leaders for Continuous Improvement	Lawrence M. Miller	4.4	4.52
		Talent Development for Leaders: Develop Your High-Potentials	Mary Walter	1.1	4.25
	Leading Change	Lean Leadership, Lean Culture & Lean Management	Lawrence M. Miller	6.7	4.46
		Managing Change: Learn to thrive through change	Caroline Samne	0.6	4.3
		The Ultimate Disruption Playbook with Charlene Li	Charlene Li	1.4	4.25
	Thinking Strategically and Creatively	Business Model Innovation: Differentiate & Grow Your Company	Pavel N. Business Disruptors Innovation Video	3.9	4.53
		Being Strategic: Thinking and Acting with Impact	Ron Carucci	1.3	4.25

		Creating Team Vision, Mission & Values	Nancy Larocca Hedley	0.9	4.24
		Growth Mindset: The Key to Greater Confidence and Impact	Diane Flynn	1	4.25
		Disciplined Dreaming: Lead Breakthrough Creativity at Work	Josh Linkner	1.5	4.4
		Accelerate Innovation & Creativity, a Research based Guide!	Sivakami S.	3.4	4.61
	Creating and Nurturing a High-Performing Organization	Leadership Masterclass	Marshall Goldsmith	2.3	4.51
		The Science of Leadership	Gregory Caremans - Brain Academy Sydney Finkelstein	3	4.6
		Exceptional Leadership: Leading at a Higher Level	Ron Carucci	1	4.5
		Goal Setting at Work: Plan for Success and Reach Your Goals	Don Hussey	1.4	4.44
		Goal Setting for Success: How to Set & Achieve SMART Goals	Dr. Roy Naraine, Adam Naraine	1.5	4.4
		The Superboss Playbook for Managers	Sydney Finkelstein	1.5	4.4
	Planning and Organizing for Greater Impact	Growth Mindset: The Key to Greater Confidence and Impact	Dianne Flynn	1	4.3
		Leadership Masterclass	Marshall Goldsmith	2.3	4.51
		Goal Setting at Work: Plan for Success and Reach Your Goals	Leila Bulling Towne	1	4.5
		Day-to-Day Leadership that Gets Result	Mike Clayton	2	4.4

		Success: How to Set and Achieve Goals	Joseph Phillips	1.5	4.5
	Other Leadership Skills Essential in Adapting to the New Normal <i>example:</i>				
	<ul style="list-style-type: none"> Leading Remote Teams 	Leading Virtual Teams - A Quick Course	Lawrence M. Miller	2	4.4
		Form Your Virtual Team and Lead Your Virtual Team	Eleventure Team	1	4.3
	<ul style="list-style-type: none"> Managing Teams Remotely 	How to Manage & Influence Your Virtual Team	Hassan Osman	4.4	3
		Team Leadership and Management Skills 2020 – LEAN TEAM KATA	Lawrence M. Miller, Institute for Leadership Excellence	14	4.6
	<ul style="list-style-type: none"> Crisis Management 	Fundamentals of Business Crisis Management	LearnSmart LLC	1.5	4.3
		Productivity and Time Management for the Overwhelmed	Josh Paulsen	2	4.4

(Purpose: Request for corresponding available courses within Udemy for Government, with link for course description and duration per course)