

# 2020 FSP VIRTUAL WEEK COURSE DESCRIPTIONS

LAB Course Number	Training Hours	LAB Course Title	Course Description
39129489 (Required)	3 Hours Spartan NI FSP	SPARTAN VIRTUAL TRAINING FSP 20-21	This course offered by Spartan Chemical Company in collaboration with Broward County Public Schools' Physical Plant Operations Division is designed to reinforce basic cleaning and sanitation procedures for the safety and wellbeing of District students, staff and stakeholders.
39129481 (Required)	3 Hours NI EH&S	REGULATIONS: CHOOSING WINNING STRATEGIES	With the input and assistance of recent regulatory inspections and reports from the Department of Health, FL Fish & Wildlife Conservation Commission, and continuous Indoor Air Quality (IAQ) monitoring, BCPS has developed this course in order to provide information, guidance and recommend behaviors for designated personnel to follow. Areas and topics include: Preparing your school site to pass the DOH inspection; and the process for correcting unsatisfactory items that lead to reinspection; Best practices for identifying Burrowing Owls, and their nest and taking the appropriate next steps following discovery; Identifying and mitigating conditions that may lead to IAQ concerns what steps to take when reporting IAQ concerns. This activity awards Training (participation) hours only and does not count toward Instructional Recertification.
39129527 (Optional)	4 Hours Saylor NI LD	PROFESSIONAL WRITING	This course offered through Saylor Academy is designed to provide adult learners with the basic skills they need to write effective documents in the workplace. In this course, you will learn how to analyze your audience so that you can write in a way that is both clear and persuasive. You will practice writing common business documents, such as emails, memos, proposals, and presentations. You will also learn how to effectively edit these documents for maximum impact.
39129528 (Optional)	12 Hours Saylor NI LD	TIME AND STRESS MANAGEMENT	Time management and stress management are two key components to succeeding in life. Creating a system to identify, evaluate, and eliminate distractors and stressors will lead to a more productive and efficient life, inside and outside of work. In this course, you will learn how to earn more time and be less stressed. Participants will also be introduced to several time management tools and techniques that can be applied to most work and life situations.
39129529 (Optional)	3 Hours Saylor NI LD	RESUME WRITING	A resume (or résumé) is a brief written account of personal, educational, and professional qualifications and experience that you prepare as part of your application materials for a prospective job. This course will help you effectively develop employment application materials for today's job market by honing your resume writing skills, providing you with tools to create an impressive resume (or to improve the one you already have), and giving suggestions on developing an effective cover letter.
39129530 (Optional)	4 Hours Saylor NI LD	INTERVIEWING SKILLS	This course is intended to help you showcase your personality, strengths, interests, and abilities to potential employers through the interview process.
39129512 (Optional)	4 Hours Saylor NI LD	PROFESSIONAL ETIQUETTE	The professional world can be full of challenging situations, including conflicting personalities, miscommunication, and cultural differences. In this course, you will learn about typical workplace etiquette protocols, communication standards, and cultural awareness strategies in order to navigate these common obstacles as smoothly as possible.
39129513 (Optional)	7 Hours Saylor NI LD	GROUP COMMUNICATION	Learn principles of small group communication so you can function more effectively in groups, both in your personal life and in the workplace. This course will focus on the principles of small group communication to help us better navigate this important communication setting.
39129514 (Optional)	13 Hours Saylor NI LD	INTRODUCTION TO MANAGEMENT	Explore management by investigating what management is and the role managers play in fulfilling an organization's objectives. You will be introduced to the skills necessary to be successful managers and the styles of management that lead to the accomplishment of an organization's goals.
39129515 (Optional)	7 Hours Saylor NI LD	LEADERSHIP AND TEAMS	Explore topics including the leadership and management skills necessary in the different stages of group development, how to create an effective team, and how to harness a team's strengths. The concept of collaboration has evolved into the practice of creating teams with specific individuals with complementary skills who gather around a common purpose.
39129516 (Optional)	5 Hours Saylor NI LD	MANAGING EMPLOYEES	Explore aspects that are important to employee job satisfaction and well-being, including conflict management and resolution. This course covers one of your most important functions as a manager: motivating your employees to do their best while attempting to meet corporate goals.
39129517 (Optional)	4 Hours Saylor NI LD	DECISION-MAKING	Decision-making is about making choices between alternatives to reach a goal or objective. In this course you will learn about the decision-making process, including basic decision types, tools, methods, and insights that demonstrate how decision-making involves both logic and emotion.
39129518 (Optional)	12 Hours Saylor NI LD	BEGINNING LOWER-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	Improve your English! Learn new words and how to use active reading, grammar, and writing strategies to read and write English better at the A2 level. This course is designed for those seeking to improve their Standard American English reading and writing skills. Coursework addresses grammar concepts, expanding your vocabulary, reading actively, and basic writing strategies.
39129519 (Optional)	10 Hours Saylor NI LD	INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	Improve writing accuracy and fluency by developing English grammar and vocabulary choices. Developing skills in a language involves understanding how the language works and taking the time to practice using it. This course encourages you to work with new grammar ideas and word choices, and practice using those topics to write about yourself and expand your writing skills.
39129520 (Optional)	12 Hours Saylor NI LD	UPPER-INTERMEDIATE ENGLISH AS A SECOND LANGUAGE	By connecting your language skills, you're better able to explain yourself and write about your ideas. This course presents Standard American English grammar, vocabulary and reading skills that work together to culminate in a complete essay. Improve your reading and writing skills through active reading activities and academic writing practice! This course is designed for learners at the Upper-Intermediate level (B2).

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TBD (Optional)	1 Hour OSHA EH&S	STAIRWAY AND LADDER SAFETY	Stairways and ladders are a major source of injuries and fatalities among workers. OSHA estimates there are as many as 36 fatalities per year due to falls from stairways and ladders used in construction. This course is designed to provide both employers and employees with the knowledge needed to work safely on stairways and ladders.
39129492 (Optional)	2 Hours OSHA EH&S	HOUSEKEEPING SAFETY	Workplaces, such as schools, hospitals, hotels, restaurants and manufacturing plants, use cleaning chemicals to ensure the cleanliness of their buildings. This course is geared for housekeeping and janitorial employees. It will take an in-depth look at the potential health risks from hazardous chemicals and how to choose and store cleaning products safely. This important course also discusses ways to help prevent muscle fatigue and ergonomic injuries.
39129553 (Optional)	1 Hour OSHA EH&S	WORKPLACE HYGIENE AND ILLNESS PREVENTION	This course focuses on what employees need to know to stay healthy in the workplace. Topics covered by the course include, workplace hygiene and housekeeping, contagious diseases, and disease prevention. Topics covered in this course include how to prevent the spread of communicable diseases, including COVID-19. Students will learn how to effectively prevent the spread of diseases, like COVID-19, and stay healthy!
39129507 (Optional)	1 Hour OSHA EH&S	ERGONOMIC HAZARDS IN GENERAL INDUSTRY	Ergonomics includes the scientific study of people at work. The goal of ergonomics is to reduce stress and eliminate injuries and disorders associated with the overuse of soft tissues. This course will help you gain a basic understanding of the hazards and best practices associated with ergonomics in general industry.
39129491 (Optional)	3 Hours OSHA EH&S	SCHOOL SAFETY: EXTERIOR FACILITIES	After a school building is constructed, it is important school district administrators keep a close eye on the quality of the buildings. New buildings tend to deteriorate quickly because of poor weather conditions and routine wear and tear. This course takes a closer look at the building and athletic field maintenance as well as providing ways to keep both students and staff safe both in parking lots and school buildings.
39129493 (Optional)	1 Hour OSHA EH&S	TOOL SAFETY – BASIC	This course is designed to acquaint you with some of the requirements and important safety practices when using hand and power tools in the workplace. Special attention is given to choosing tools properly to prevent ergonomic injuries, and electrical safety guidelines necessary in order to reduce or eliminate shock hazards.
39125613 (Optional)	4 Hours NI LD	COMMUNICATING FOR LEADERSHIP SUCCESS	This foundational course introduces leaders to the essential interaction skills that are used on a daily basis and that are critical to leadership success. Participants will also learn how to provide positive feedback that recognizes and motivates individuals and teams as well as developmental feedback that helps others get back on track when needed.
39121232 (Optional)	12 Hours NI-OS	<b>CANCELED</b> EMAIL MATTERS Not eligible for FSP Virtual Conference	<del>Email communication is a fundamental component of business life and customer service. While most employees know how to send and receive email messages, there are dozens of important nuances and protocols which can make the difference between your customers and coworkers getting mediocre service vs. receiving top of the line service. This professional learning series will present the participants with various workplace email communications challenges and help them to develop the skills and techniques to turn these challenges into opportunities for delivering stellar customer service. Please note that this Course is designed for self-directed students looking to optimize flexibility who are able to navigate through on-line courses with minimal assistance or supervision.</del>
39128384 (Optional)	6 Hours NI LD	WTSW - CONFLICT RESOLUTION	Conflict can be a problem for individuals and teams alike, but when handled constructively, conflict can spark important conversations and build relationships. This Conflict Resolution series presented by Telephone Doctor/Service Skills will provide “What to Say When™” solutions when conflict arises and how to resolve conflicts in a positive way. Scenario based situations will demonstrate both effective and ineffective responses to common workplace situations.
39129411 (Optional)	6 Hours NI	WTSW - TEAM BUILDING	This Team Building series presented by Telephone Doctor/Service Skills will provide solutions to build and foster high-performing teams. Scenario based situations provide “What to Say When” responses when encountered with a difficult workplace scenario. Handling these encounters in a positive and productive way will result an increase in the individual's performance and the performance of the team as a whole.
39120527 (Optional)	6 Hours NI	DELIVERING FEEDBACK	Whether it's at an appraisal or part of everyday interaction, delivering feedback is one of the most important, yet difficult skills an effective leader needs to develop. Individuals will learn to use the C.E.D.A.R. (Clarify   Explain   Discuss   Agree and Review) feedback model to prepare for and engage in constructive feedback sessions. The C.E.D.A.R. feedback model allows for a balanced conversation to take place between individuals and groups.