

Explore dynamic courses, expert-led roundtables, and professional development training by discipline and skill level.

① Foundational ② Intermediate ③ Advanced \$ Paid ▶ On-demand ⚡ In-person

## ACCOUNTING

- ① Accounts Payable Essentials \$
- ① Accounts Payable Roundtable
- ② Legal Aspects for ASB \$ / ▶
- ③ SACS: Advanced Concepts \$
- ① SACS: Basic Concepts \$
- ① Vendor Reporting Concepts \$ / ▶

## CHIEF BUSINESS OFFICIALS

- ③ Advanced Budgeting \$ / ▶
- ③ Advanced Principles of School Law for the CBO \$
- ① Basic Principles of School Law \$
- ③ CBO Business Executives Leadership \$
- ① CBO Roundtable
- ③ CBO Symposium ⚡ \$
- ② Child Nutrition Programs for the CBO ▶
- ① Maintenance & Operations for the CBO ▶
- ① The Legislative Process & Advocacy 101 ▶

## CHILD NUTRITION

- ② Budgeting in School Nutrition ▶
- ① Food Service & Child Nutrition 101 ▶
- ③ Solving the Child Nutrition Procurement Puzzle ▶

## EXECUTIVE ASSISTANT

- ① Booster Organizations Best Practices ▶
- ② Executive Assistant Micro-Certificate \$
- ① Executive Assistant Roundtable
- ② Responding to Public Records Act Requests ▶

## FACILITIES

- ③ Facilities Accounting Advanced ▶
- ① Facilities Accounting Basics \$ / ▶
- ① Facilities Roundtable
- ② Public Works Simplified ▶

## FINANCIAL SERVICES

- ① Budget Basics & Beyond \$ / ▶
- ① Excel Basics for School Business Finance ▶
- ① Expand Your Excel Toolkit ▶
- ③ School Business Finance (SBF) Certificate \$
- ② Year-End Closing \$ / ▶

## HUMAN RESOURCES

- ① Human Resources Roundtable
- ① Introduction to Human Resources ▶
- ② Leaves of Absences \$ / ▶
- ③ Performance Management Micro-Certificate \$

## MAINTENANCE & OPERATIONS

- ② Maintenance & Operations for the New Director ▶
- ① School Maintenance & Operations Safety ▶
- ① Smart Cleaning ▶

## PAYROLL

- ① CalSTRS & CalPERS: Retirement Concepts \$ / ▶
- ② Payroll Compliance & Calendar Year-End Reporting \$ / ▶
- ① Payroll Concepts \$ / ▶
- ③ Payroll Essentials Certificate \$

## PURCHASING

- ② Contracting With Confidence \$ / ▶
- ① Purchasing 101 & 201 \$ / ▶
- ① Purchasing & Procurement Micro-Certificate \$
- ① Purchasing Roundtable
- ① Understanding RFP & Bidding Processes \$ / ▶

## SMALL DISTRICTS

- ③ Small District CBO Business Executives Leadership \$
- ① Small District Roundtable

## SPECIAL EDUCATION

- ① Special Education Roundtable

## TECHNOLOGY

- ① AI in School Business Roundtable
- ② AI Leadership Essentials Micro-Certificate \$

## TRANSPORTATION

- ① Connecting With Cabinet and School Board ▶
- ① School Transportation Leadership ▶
- ① Transportation Roundtable

## WOMEN IN LEADERSHIP

- ② Women in Leadership Conference ⚡ \$
- ① Women in Leadership Roundtable





**Browse School Business University's soft skill short courses in partnership with the American Management Association. All free, on-demand, and exclusive for CASBO members.**

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## ARTIFICIAL INTELLIGENCE

- ① Adopting an AI Mindset
- ① AI: Balance the Risks and Opportunities
- ① AI: Create a Strategic Roadmap with ENGAGE
- ① AI Essentials: A Basic Understanding for All
- ① AI: From Algorithms to Decisions
- ① AI: Upskill and Reskill

## COMMUNICATION

- ① Assertive Communication Skills for Women
- ② Becoming a Trusted Advisor
- ① Beyond Lecture: Training Tools to Enhance Training
- ② Building and Maintaining Trust
- ③ Communication Skills of a Credible Leader
- ① Communicating With Confidence
- ③ Crafting a Strategy for Your Negotiation
- ② Developing and Organizing Presentation Content
- ① Facilitation Skills For Trainers
- ① Framing the Message for Greater Impact
- ① Mastering Resilient Communication
- ③ Persuasive Communication Skills for Leaders
- ③ Presenting Visually Compelling Data
- ① Principles of Effective Business Writing

## CRITICAL THINKING

- ① Effective Problem Solving and Decision Making Tools
- ③ Five Phases of the Creativity-to-Innovation Process
- ② Key Components of Critical Thinking
- ② Leading Your Team Through Ambiguity
- ② Managing Resistance to Change
- ③ Negotiating to Win
- ② Resolving Conflict in the Workplace
- ② Strategies for Managing Situational Conflict
- ① The ART of Analytical Thinking
- ③ Turning Resistance and Conflict Into Collaboration

## PERFORMANCE MANAGEMENT

- ② Coaching for Performance
- ② Creating a Motivational Climate
- ② Enhancing Communication Skills
- ① Giving and Receiving Feedback
- ② Leading with Emotional Intelligence in the Workplace
- ② Leveraging Feedback to Strengthen Commitment
- ① Routines That Support Efficiency and Productivity
- ① Successfully Working in Hybrid Teams
- ② Tips for Managing Progressive Discipline

## SELF-AWARENESS

- ① Applying Mindful Behaviors at Work
- ② Balancing Verbal and Non-Verbal Messages
- ② Building a 360-Degree Network
- ① Building Credibility and Trust
- ① Creating Boundaries and Balance
- ③ Creative Thinking Techniques
- ② Developing Awareness and Emotional Regulation
- ② Diversity and Inclusion: Understanding the Impact
- ① Establishing Presence and Credibility
- ① Motivating and Influencing in the Organization

## SYSTEMS

- ② Achieving Growth by Building, Buying, or Partnering
- ② Becoming a Strategic Thinker
- ② Building a Customer-Focused Strategy
- ② Creating a Work Breakdown Structure (WBS)
- ② Delegation for Growth and Development
- ② Leading the PAC: Researching and Presenting Data
- ② Managing Projects Effectively
- ① Maximizing Learner Engagement
- ③ Navigating Organizational Politics
- ① Planning for Success
- ③ SEAL Approach to Building Organizational Agility
- ② Statistical Analysis Tools and Techniques
- ③ Strategy Development and Execution
- ③ Strategy Execution: Elements of a Sound Strategy
- ① The ADDIE Model
- ② The Manager's Role As Facilitator
- ① Utilizing Effective Risk-Response Strategies

## TEAMWORK

- ① Being an Ally in a Diverse Working World
- ① Building Better Work Relationships
- ① Building Your Strengths as a R.E.A.L. Team Player
- ② Creating a Culture of Belonging
- ② Diversity and Inclusion: Creating an Inclusive Culture
- ② Enhancing Collaborative Communication
- ③ Enhancing Effectiveness with Diversity and Inclusion
- ① Enhancing Team Unity and Success
- ③ Fostering Creativity and Innovation in Others
- ② Identifying and Managing Your Stakeholders
- ① Manager's Guide to Collaboration
- ② Managing Change Effectively

