



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.

1 Foundational 2 Intermediate 3 Advanced

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

