



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

● Foundational ● Intermediate ● Advanced \$ Paid ▶ On-demand 👤 In-person

## ACCOUNTING

- Account Codes 101 ▶
- Accounts Payable Roundtable
- Legal Aspects: Accounting for Student Body Orgs \$ / ▶
- Standardized Account Code Structures: Advanced \$
- Standardized Account Code Structures: Basics \$
- Vendor Reporting: Setup to Filing \$
- Vendor Reporting 101 ▶

## CHIEF BUSINESS OFFICIALS

- Advocacy 101 ▶
- Budgets: Advanced Development & Management \$
- CBO Business Executives Leadership (BEL) Program \$
- CBO Roundtable
- CBO Symposium 👤 \$
- Charter Authorization & Oversight Micro-Cert \$
- Legislative Process 101 ▶
- School Business Communications (SBC) Micro-Cert \$

## EXECUTIVE ASSISTANT

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

## FACILITIES

- Facilities Accounting Advanced ▶
- Facilities Accounting Basics ▶
- Facilities Roundtable
- Public Works: Bid to Build \$
- Public Works Simplified ▶

## FINANCIAL SERVICES

- Audits 101 ▶
- Budgets: Basic Development \$
- Budgeting & LCAP 101 ▶
- Excel Basics for School Business Finance ▶
- Expand Your Excel Toolkit ▶
- Finance Roundtable
- Fiscal Year-End Closing \$
- Public School Funding 101 ▶
- School Business Finance (SBF) Certificate \$
- Year-End Closing 101 ▶

## HUMAN RESOURCES

- Human Resources Roundtable
- Introduction to Human Resources ▶
- Leaves of Absence ▶
- Legal Requirements for Leaves of Absence \$

## MAINTENANCE & OPERATIONS

- Maintenance & Operations for the New Director ▶
- School Maintenance & Operations Safety ▶

## PAYROLL

- CalSTRS & CalPERS: Reporting & Processing \$
- CalSTRS & CalPERS: Retirement Concepts ▶
- Payroll: Calendar Year End Reporting \$ / ▶
- Payroll Concepts ▶
- Payroll: General Processing & Regulations \$
- School Business Payroll Certificate \$

## PURCHASING

- Procurement Strategies: Bids, RFPs & Compliance \$
- Purchasing 101 & 201 ▶
- Purchasing & Procurement Basics Micro-Certificate \$
- Purchasing: Contract Strategies \$
- Purchasing Roundtable
- Understanding RFP & Bidding Processes ▶

## SMALL DISTRICTS

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

## SPECIAL EDUCATION

- Special Education Roundtable

## TECHNOLOGY

- AI in School Business Roundtable

## TRANSPORTATION

- Connecting With Cabinet and School Board to Influence Decision-Making ▶
- School Transportation Leadership ▶
- Transportation Roundtable

## WOMEN IN LEADERSHIP

- Women in Leadership Conference 👤 \$
- 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

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

### COMMUNICATION

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

### CRITICAL THINKING

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

### PERFORMANCE MANAGEMENT

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

### SELF-AWARENESS

- Applying Mindful Behaviors at Work
- Balancing Verbal & Non-Verbal Messages
- Building a 360-Degree Network
- Building Credibility and Trust
- Creating Boundaries and Balance
- Creative Thinking Techniques
- Developing Awareness and Emotional Regulation
- Diversity and Inclusion: Understanding the Impact
- Establishing Presence and Credibility
- Motivating and Influencing in the Organization
- Persuasive Techniques to Influence Others
- The Manager's Role During Change

### SYSTEMS

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

### TEAMWORK

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