



**2023**

**ONLINE COURSE  
CATALOG**

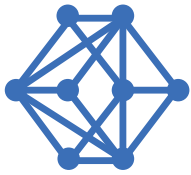


**PRISM  
PARTNER  
PROGRAM**

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Welcome to Vector Solutions' course catalog. On pages 3-14, you will find courses available to PRISM members through Vector Solutions, including LearnSmart & SmartTeam courses for professional development. Pages 16-27 feature additional courses that can be purchased by PRISM members at a discounted rate. Please contact us at (800) 840-8048 with questions.

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## PRISM LEARNING

Public Risk Innovation, Solutions, and Management (PRISM) has partnered with Vector Solutions — the U.S. leader in online, enterprise risk management solutions for public entities — to deliver a web-based training and risk management platform to all members. PRISM Learning is a growing list of online courses available to your organization at no additional cost.

- >> PRISM: Administering Naloxone
- >> PRISM: Conducting Office Inspections
- >> PRISM: Employee Home Office Ergonomics
- >> PRISM: Heat Illness Prevention
- >> PRISM: Home Visitation Safety Basics
- >> PRISM: Just Because You Can, Doesn't Mean You Should – Stretching (Part 1 of 3)
- >> PRISM: Just Because You Can, Doesn't Mean You Should – Stretching (Part 2 of 3)
- >> PRISM: Just Because You Can, Doesn't Mean You Should – Stretching (Part 3 of 3)
- >> PRISM: Preventing Slip, Trip, and Fall Accidents
- >> PRISM: Road Inspection for Engineers Part 1
- >> PRISM: Road Inspection for Engineers Part 2
- >> PRISM: Situational Awareness
- >> PRISM: Understanding and Responding to First Amendment Audits for Public-facing Employees
- >> PRISM: Valley Fever Awareness
- >> PRISM: Voluntary Respirator Use Training: Filtering Facepiece Respirators (a.k.a. N95)
- >> PRISM: Wildfire Smoke Awareness



## BUSINESS SKILLS

If your team is looking to take its skills to the next level and develop leaders, these courses will come in handy. This catalog features more than 170 training courses on leadership, management skills, strategic thinking, and much more.

### >> COMMUNICATION

- Better Business Writing
- Brain Bites - Email Management
- Business Communication Fundamentals
- Effective Presentation Skills
- Email Etiquette
- Get It Done: Managing Email
- Get It Done: Sharing Calendars
- Giving Feedback that Gets Results
- Powerful Presentations
- Successful Negotiation
- The Art of Negotiation

### >> COMMUNICATING UP

- Communicating to Your Manager
- Your Manager's Communication Style
- Your Path to Communicating Up
- Mastering Communicating Up
- Communicating Up Health Check

### >> COMPUTER SKILLS

- Strategic Brand Management

### >> CONFLICT RESOLUTION

- Conflict Resolution

### >> RESOLVING CONFLICTS

- Characterizing Conflict
- Know Your Conflict Behavior
- Identifying Conflict Behaviors
- Your Path to Resolving Conflicts
- Mastering Resolving Conflicts
- Resolving Conflicts Health Check

### >> FINANCE

- Basic Business Finance
- Financial Management 1: Negotiating Contracts
- Financial Management 2 & 3: Pricing for Profits, Generating

### >> CASH AND GETTING PAID

- Financial Management 4: Accounting & Cash
- Financial Management 5: Strategic Planning & Budgeting
- Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting
- Financial Management 8: Controlling Labor Costs
- Financial Management 9: Purchasing

### >> GENERAL

- An Entrepreneur's Guide to Networking
- Business Dining Etiquette
- Brain Bites - Organizing Your Files
- Company Layoffs and Downsizing
- Critical Thinking and Problem Solving
- Discrimination Prevention
- Energy Management: Exercise, and Safety
- Everyone is a Leader
- Facilitating Meetings and Groups
- Get SMARTER with Goals
- Healthy Practices: Nutrition, Exercise, and Safety
- Interviewing Skills for Employees
- It's my Job! Career Growth
- Making Humor Work at Work
- Managing Stress at Work
- Managing Up: Strengthening Relationships
- Meetings That Get Results
- The Change Process
- The Power of One - Taking Accountability
- The Power of Vision
- Work Life Balance

### >> BUSINESS EXECUTION

- Execution Strategies
- Inspiring Excellence
- Turning Ideas into Actions

### >> IMPROVING WORK HABITS

- Performance Issue or Poor Work Habit?
- Describing the Work Habit
- Keep Ownership with the Team Member
- Empathizing
- Your Path to Improving Work Habits
- Mastering Improving Work Habits
- Improving Work Habits Health Check

### >> SUPPORTING CHANGE

- The 3 Phases of Change
- Reactions to Change
- Your Path to Supporting Change
- Mastering Supporting Change
- Supporting Change Health Check

## >> HEALTH & WELLNESS

- Smart Health: Sleeping - How to Ensure You Are Well-Rested & Energized

## >> LEADERSHIP

- A Leaders Guide to Decision Making
- Advanced Management Skills
- An Effective Leader's Guide to Time Management
- Building Leadership Capability
- Creating a Code of Conduct
- Effective Delegation Overview
- Lead with Strengths
- Negativity in the Workplace
- Transition to Leadership

## >> BASICS OF LEADERSHIP

- Leadership Challenges
- Corporate Culture Changes
- Keeping Employees Energized
- Knowledge Management
- Elements of Change
- Leadership Dynamics

## >> COMMUNICATION ESSENTIALS

- Empowering Leadership
- Craft Clear and Concise Messages
- Team Member Messages
- Listening
- Nonverbal Behavior
- Impactful Feedback
- Mastering Essential Skills of Communicating

## >> EFFECTIVE DELEGATION

- What to Delegate
- Issues in Delegating
- Your Path to Delegating
- Mastering Delegating
- Delegating Health Check

## >> LEADERSHIP ESSENTIALS

- The Work of Leaders
- Focus on Behavior
- Enhance Self-Esteem
- Encourage Participation
- Lead Effective Meetings
- Mastering Essential Skills of Leadership
- Essential Skills of Leadership Health Check

## >> MANAGING PEOPLE

- Appraising Performance
- Coaching with Confidence
- Developing Your Leadership Style
- Employee Discipline

- Fundamentals of Business Crisis Management
- Internet and Computer Policy
- Managing Contractors and Temporary Employees
- Managing Technical Professionals
- Motivating Employees
- Rewarding Peak Performers

## >> COACHING JOB SKILLS

- Determining Training or Coaching
- Your Path to Training New Skills
- Your Path to Coaching Existing Skills
- Mastering Training New Skills
- Mastering Coaching Existing Skills
- Health Check

## >> DEVELOPING PERFORMANCE GOALS & STANDARDS

- The Value of Planning
- Creating Performance Standards
- Your Path to Developing Performance Goals and Standards
- Mastering Developing Performance Goals and Standards
- Developing Performance Goals and Standards Health Check

## >> EFFECTIVE DISCIPLINE

- Taking Disciplinary Action
- The Disciplinary Process and Documentation
- Responding to Team Member Reactions
- Your Path to Effective Discipline
- Mastering Effective Discipline
- Effective Discipline Health Check

## >> IT PRO TO MANAGER

- Managing the Development of Technical Professionals
- Successful Communication and Process Management Skills
- Developing Leadership and Transitioning into Management

## >> MANAGEMENT

- Active Shooter and Other Acts of Targeted Violence
- Employee or Independent Contractor: The Risk of Misclassification of Employees
- Essentials of I-9 Compliance
- Managing Generation X
- Managing a Millennial
- Pricing as a Professional
- The Risk of Misclassification of Employees & Essentials of I-9 Compliance (RV-PGM144)

## >> MANAGEMENT 101

- Introduction to Management
- Leading and Communicating as a Manager
- Making an Impact as a Manager
- Taking Control as a Manager

## >> MANAGING COMPLAINTS

- The Difficulties of Managing Complaints

- Handling Complaints Using Active Listening
- Your Path to Managing Complaints
- Mastering Managing Complaints
- Managing Complaints Health Check

**>> MULTIGENERATION MANAGEMENT**

- Workforce Generations
- Leading Silents and Boomers
- Multi-Generational Leadership (Gen X and Next)
- Cross-Generational Teams
- Developing Generations

**>> PERFORMANCE MANAGEMENT**

- Preventing Problems
- Identifying Problems and Causes
- Feedback and Counseling
- Disciplining Problem Performance

**>> PROVIDING PERFORMANCE FEEDBACK**

- The Power of Performance Feedback
- Providing Verbal Performance Feedback
- Providing Written Performance Feedback
- Your Path to Providing Performance Feedback
- Mastering Providing Performance Feedback
- Providing Performance Feedback Health Check



## HUMAN RESOURCES

Vector Solutions' Human Resources courses are designed to supplement the course catalog by providing training that is relevant and essential to all employees. Courses covering Employment Practices for Supervisors cover issues encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, valuation and documentation.

### >> HUMAN RESOURCES

- ADA Compliance in Business
- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- Cal/OSHA Log 300
- Code of Conduct - Ethics Education & Social Media Guidelines
- Computer Security Awareness
- Customer Service
- Diversity, Equity & Inclusion: Skills for Managers
- Diversity, Equity & Inclusion: Skills for Employees
- Designing Safe Workspaces & Preventing Injury
- Drug-Free Workplace
- Ethics in the Workplace
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- HIPAA Privacy Standards for Everyone
- Office Safety
- Preparing for a Pandemic Flu Outbreak
- Protecting Your Team against Violence at Work
- Putting Your People First - Personnel Administration
- Red Flag Rules (Identity Theft Protection)
- Responsible Social Media for Team Members
- Targeted Violence Considerations
- Unconscious Bias
- Understanding the Family Medical Leave Act (FMLA)
- Workplace Bullying
- Workplace De-Escalation
- Workplace Diversity
- Workplace Stress
- Workplace Violence

### >> CALIFORNIA STATE MANDATED TRAINING

- Anti-Harassment Training for All Employees – California (SB1343)
- Anti-Harassment Training for Supervisors and Managers – California (SB1343/AB1825)
- CA Local Agency Ethics (AB1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)

### >> CUSTOMER SERVICE

- 3-Steps to Successful Customer Interaction
- Courtesies, Attitude, and Ethics
- Effective Verbal and Nonverbal Communication
- Handling Customer Complaints
- Listening for Understanding

### >> EMPLOYMENT PRACTICES FOR SUPERVISORS

- Anger, Violence, and Conflict in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Successful Hiring
- Successful Termination
- Understanding Employee Leave

### >> SMART HEALTH

- Best Practices to Help You Quit Smoking
- Child Nutrition - How to Avoid/Prevent Childhood Obesity
- Drinking Responsibly
- Eating Right
- Managing Your Cholesterol and Blood Pressure
- Physical Fitness – Choosing an Exercise Plan That's Right for You
- Proper Posture and Breathing
- Sleeping - How to Ensure You Are Well-Rested & Energized
- Yoga & Meditation - Finding your Inner Chi

### >> SMART MENTAL HEALTH

- Core Values and Finding a Purpose in Life
- Goal Setting and Visualization Techniques
- Happiness is a Choice - Keys to Living a Joyful Life
- Keys to Successful Parenting
- Managing Anger and Emotions
- Mastering Marriage
- Reducing Stress and Anxiety
- Surviving and Thriving After Divorce



## MOTOR VEHICLE SAFETY

Vector Solutions' Online Driver Training & Compliance Program offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks and passenger vans. Supervisor curriculum is designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers. Driver training courses and curriculum for supervisors are available.

### >> DRIVER PROGRAM

*A year-long program testing a driver's ability to identify road hazards, beginning with an interactive driving simulation. Each user will be placed in a personalized program based on their performance in the initial assessment.*

- Driver Assessment
- Backing Up Safely
- Dangers of Distracted Driving
- Environmental Driving Hazards
- Hazard Perception - Hidden Hazards
- Preventing Intersection Collisions - Cross Traffic
- Preventing Intersection Collisions - Rear-ends
- Preventing Intersection Collisions – Turning
- Preventing Loss of Control Crashes
- Preventing Sideswipe Collisions
- Sharing the Road with Pedestrians and Cyclists
- Speed and Space Management
- Work Zone Driving Hazards

### >> LARGE VEHICLE DRIVER TRAINING

- Accidents & Emergencies for Large Vehicle Operators
- Adjusting to Changing Conditions for Large Vehicle Operators
- Aggressive Driving for Large Vehicle Drivers
- Dangers of Speeding for Large Vehicle Drivers
- Defensive Driving Strategies for Large Vehicle Drivers
- Distracted Driving for Large Vehicle Drivers
- Driver Safety Orientation for Large Vehicle Drivers
- Impaired Driving for Large Vehicle Drivers
- Intersection Safety for Large Vehicle Drivers
- Large Vehicle Characteristics
- Safe Backing for Large Vehicle Drivers
- Seat Belt & Airbag Safety for Large Vehicle Drivers
- Securing Materials for Transportation for Large Vehicle Drivers
- Sharing the Road for Large Vehicle Drivers
- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Drivers





## OFFICE PRODUCTIVITY

Vector Solutions' comprehensive Office Productivity Training catalog offers organizations the ability to develop employees' abilities and maximize operations. Easily deliver Adobe, Google and Microsoft Office training online to enhance professional skills and build a foundation for career growth. With nearly 100 courses on the most frequently utilized tools in the industry, employees can gain the knowledge they need to be successful.

### >> ACCOUNTING

- Mastering QuickBooks Online 2018

### >> DATABASE

- SharePoint for Site Owners
- SharePoint Online Basics

### >> DESKTOP APPLICATIONS

- Adobe Acrobat DC Essentials
- Gmail Essentials 2015
- Microsoft Lync Essentials
- Microsoft Sway Essentials
- OneDrive Essentials (2016)
- Outlook Online Essentials (2018)
- Power BI Essentials
- Skype for Business Essentials
- What's New in Office 2016?

### >> ACCESS

- Mastering Access 2016, Basics
- Mastering Access 2016, Intermediate
- MS Access 2013 01: Working with Databases
- MS Access 2013 02: Creating, Modifying, and Managing Tables
- MS Access 2013 03: Working with Forms
- MS Access 2013 04: Working with Queries
- MS Access 2013 05: Sharing and Protecting Your Data

### >> EXCEL

- Excel Basics for Mac
- Excel: Creating Dashboards
- Excel: Introduction to PowerPivot
- Excel: Power Functions
- Excel for Project Management
- Mastering Excel 2019 – Basics
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate
- What's New in Excel 2019

### >> OUTLOOK

- Mastering Outlook 2019 – Advanced
- Mastering Outlook 2019 - Basics
- Mastering Outlook 2016
- Mastering Outlook 2016 Advanced

- Mastering Outlook 2016 Basics
- MS Outlook 2013 01: Getting Started
- MS Outlook 2013 02: Message and Contact Management
- MS Outlook 2013 03: Time and Task Management

### >> OFFICE 365

- Microsoft Forms Essentials
- Mastering Microsoft Teams (2019)
- Mastering Office 365 (2018)
- Microsoft Teams Essentials
- Office 365 Groups Essentials
- Office 365 Planner Essentials
- OneNote for Windows 10 Essentials

### >> POWERPOINT

- Mastering PowerPoint 2019 – Basics
- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- Power Up PowerPoint
- What's New in PowerPoint 2019

### >> WORD

- Mastering Word 2019 – Basics
- Mastering Word 2016
- Mastering Word 2016 Advanced
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- What's New in Word 2019

### >> OPERATING SYSTEMS

- MS Windows 8: An Introduction
- Windows 8.1 Essentials
- Windows 10 Essentials



## OCCUPATIONAL HEALTH & SAFETY

Vector Solutions' online courses in occupational safety and health are designed to help employers share important information with employees about how to do their jobs safely. With over 90 courses covering a number of different public entity workplaces, you are sure to find something for your agency.

### >> COVID-19 TRAINING COURSES

- Coronavirus 101: What You Need to Know
- Coronavirus 102: Preparing Your Household
- Coronavirus 103: Managing Stress and Anxiety
- Coronavirus 104: Transitioning to a Remote Workforce
- Coronavirus 105: Cleaning & Disinfecting Common Spaces
- Coronavirus 106: CDC Guidelines for Using Cloth Masks
- Coronavirus 107: Reopening Your Organization
- Coronavirus 108: The Basics of Vaccines
- Coronavirus 109 – What You Should Know about Variants

### >> COMPLIANCE

- ADA Compliance in Business
- Cal/OSHA Log 300
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- Sexual Harassment Awareness
- Sexual Harassment Prevention: Quick Refresh
- Workplace Diversity

### >> OCCUPATIONAL HEALTH & SAFETY

- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Anhydrous Ammonia Awareness
- Asbestos Awareness
- Asbestos Hazard Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Cal/OSHA Bloodborne Pathogens
- Cal/OSHA Respiratory Protection
- Combustible Dust
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Confined Space Entry - Permit Required
- CPR Academic
- Crystalline Silica Awareness
- Diet & Nutrition
- Disaster Preparedness

- DOT Hazmat - General Awareness
- Driving Safety
- Drug-Free Workplace
- Electrical Safety
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fall Prevention and Protection - General Industry
- Fire Prevention Safety
- First Responder Operations Level Refresher (1–4)
- Flagger and Cone Safety
- Flammable and Combustible Liquids
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- Hand Safety
- Hazard Communication
- Hazard Communication GHS
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness
- Hydrogen Sulfide Awareness
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Introduction to OSHA
- Laboratory Safety
- Ladder Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Lockout Tagout for Authorized Employees
- Office Safety
- Personal Protective Equipment
- Radiation Safety

- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Legionella Prevention and Control
- RedVector – Eye and Face Protection
- RedVector – EHS Regulatory Overview
- RedVector – Triethylaluminium Safety Awareness
- RedVector – Ethylene Oxide Safety
- RedVector – Exit Routes, Emergency Action Plans & Fire

**>> PREVENTION PLANS**

- Cal/OSHA Respiratory Protection
- RedVector – Introduction to Powered Industrial Trucks
- Risk Assessment Analysis
- Safety Management: Incident Investigation
- Safety Management: OSHA Recordkeeping
- Safety Showers and Eye Washes
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Bullying
- Workplace Stress
- Workplace Violence



# PROJECT MANAGEMENT

Vector Solutions is pleased to offer more than 50 titles aimed at helping public entities develop project managers who are equipped to achieve organizational goals.

## >> ADVANCED PROJECT MANAGEMENT

- Advanced Project Management: Advanced Project Risk Management
- Advanced Project Management: Advanced Project Scheduling
- Advanced Project Management: Converting Strategy Into Action
- Advanced Project Management: Executing Complex Programs
- Advanced Project Management: Integrated Project Delivery
- Advanced Project Management: Managing Project Teams
- Advanced Project Management: Project Management in a Dynamic Environment
- Advanced Project Management: Project Performance Management
- Advanced Project Management: Sustainability in Project Management
- Advanced Project Management: The Power of Project Leadership
- Advanced Project Management: Understanding the Project, Program, and Portfolio Architecture

## >> AGILE

- Project Management - Agile 01: Series Overview
- Project Management - Agile 02: Traditional vs. Agile Project Management
- Project Management - Agile 03: Manifesto Principles 1 - 6
- Project Management - Agile 04: Manifesto Principles 7-12
- Project Management - Agile 05: Scrum and XP Methods
- Project Management - Agile 06: Other Agile Methods
- Project Management - Agile 07: Value Driven Development
- Project Management - Agile 08: Prioritization and Risk Management
- Project Management - Agile 09: Planning Agile Projects
- Project Management - Agile 10: Estimation
- Project Management - Agile 11: Managing Projects
- Project Management - Agile 12: Adaptive Planning and Design
- Project Management - Agile 13: Soft Skills and Leadership
- Project Management - Agile 14: Team Formation and Boosting Team Performance
- Project Management - Agile 15: Stakeholder Engagement
- Project Management - Agile 16: Communication in Projects
- Project Management - Agile 17: Problem Detection, Metrics, and Resolution
- Project Management - Agile 18: Quality and Earned Value Management
- Project Management - Agile 19: Continual Improvement

- Project Management - Agile 20: PMI Code of Conduct
- Project Management - Agile 21: PMI Agile Certified Practitioner (PMI-ACP)® Exam Prep
- Project Management - Agile 22: Test Me - PMI Agile Certified Practitioner Exam (PMI-ACP)®

## >> FROM AEC PROJECT MANAGER TO PRINCIPAL

- From AEC Project Manager to Principal 1: Foundations of Management
- From AEC Project Manager to Principal 2: Marketing Your Services
- From AEC Project Manager to Principal 3: Negotiation Outcomes & Strategies
- From AEC Project Manager to Principal 4 & 5: Manpower & Quality
- From AEC Project Manager to Principal 6: Financial Management

## >> TRADITIONAL

- Keys to On-Time, On-Budget Results
- PMBOK® Guide - Sixth Edition: 01-Project Management Overview
- PMBOK® Guide - Sixth Edition: 02-Managing Projects within Organizations
- PMBOK® Guide - Sixth Edition: 03-Project Management Process Groups
- PMBOK® Guide - Sixth Edition: 04-Execution, Monitoring and Controlling
- PMBOK® Guide - Sixth Edition: 05-Project Change Control and Closure
- PMBOK® Guide - Sixth Edition: 06-Initiation Basics, Developing a Project Charter and Project Management Plan
- PMBOK® Guide - Sixth Edition: 07-Collecting Requirements and Defining Scope
- PMBOK® Guide - Sixth Edition: 08-Monitor and Control Project Scope
- PMBOK® Guide - Sixth Edition: 09-Defining and Sequencing Project Activities
- PMBOK® Guide - Sixth Edition: 10-Developing and Controlling the Project Schedule
- PMBOK® Guide - Sixth Edition: 11-Estimating Activity Resources and Duration
- PMBOK® Guide - Sixth Edition: 12-Controlling Costs
- PMBOK® Guide - Sixth Edition: 13-Estimating & Budgeting Project Costs
- PMBOK® Guide - Sixth Edition: 14-Project Quality Planning
- PMBOK® Guide - Sixth Edition: 15-Quality Assurance and Cost Control
- PMBOK® Guide - Sixth Edition: 16-Managing Projects for Human Resources

- PMBOK® Guide - Sixth Edition: 17-Planning Projects for Human Resources
- PMBOK® Guide - Sixth Edition: 18-Processes for Managing Project Communications
- PMBOK® Guide - Sixth Edition: 19-Stakeholders and the Communication Management Plan
- PMBOK® Guide - Sixth Edition: 20-Identifying Project Risks
- PMBOK® Guide - Sixth Edition: 21-Performing Risk Analysis
- PMBOK® Guide - Sixth Edition: 22-Risk Management Planning
- PMBOK® Guide - Sixth Edition: 23-Risk Response, Monitor and Control
- PMBOK® Guide - Sixth Edition: 24-Managing Procurement During Your Project
- PMBOK® Guide - Sixth Edition: 25-Planning Procurement for Your Project
- PMBOK® Guide - Sixth Edition: 26-Stakeholder Identification and Planning
- PMBOK® Guide - Sixth Edition: 27-Project Stakeholder Engagement and Communication
- PMBOK® Guide - Sixth Edition: Test Me-Project Management Professional (PMP)®

## >> **ULTIMATE PROJECT MANAGER**

- The Ultimate Project Manager, Chapter 01: Today's Project Manager
- The Ultimate Project Manager, Chapter 02: Marketing And Proposals
- The Ultimate Project Manager, Chapter 03: The Contract Agreement
- The Ultimate Project Manager, Chapter 04: The Project Management Plan
- The Ultimate Project Manager, Chapter 05: The Project Schedule
- The Ultimate Project Manager, Chapter 06: The Project Budget
- The Ultimate Project Manager, Chapter 07: Leading The Project Team
- The Ultimate Project Manager, Chapter 08: Managing Client Relationships
- The Ultimate Project Manager, Chapter 09: Developing Effective Communications
- The Ultimate Project Manager, Chapter 10: The Project Startup
- The Ultimate Project Manager, Chapter 11: Managing Your Time
- The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager, Chapter 14: Managing Project Quality
- The Ultimate Project Manager, Chapter 15: Managing Project Risks
- The Ultimate Project Manager, Chapter 16: Project Financial Management
- The Ultimate Project Manager, Chapter 17: Project Management And Design Technology

- The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager, Chapter 19: Project Closeout
- The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data
- The Ultimate Project Manager, Series Summary: The Short and Sweet Version



## CYBERSECURITY

Threats of cybersecurity breaches are on the rise, and agencies must be proactive in protecting sensitive corporate and personal information. Vector Solutions' online cybersecurity training catalog features courses with up-to-date lessons for browser, email and password security to improve cybersecurity awareness amongst employees and mitigate risks to your agency's data.

### >> CYBER AWARENESS

- Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture
- Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning
- Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

### >> SECURITY

- Browser Security Basics
- Cybersecurity Overview
- Emailed and Messaging Safety
- Password Security Basics
- Protection Against Malware



## SCHOOL DISTRICTS

Vector Solutions offers a comprehensive catalog of online courses for school district employees. Courses are designed to enhance knowledge and ensure safety in scholastic environments, covering a wide range of topics for principals, teachers, supervisors, librarians, custodians, food service employees and school security personnel. Courses cover the following categories: Emergency Operations Management, Environmental, Health, Human Resources, Library Services, Nutrition Service, School Safety & Behavioral and Transportation.

### >> CAMPUS SECURITY SERIES

- Alcohol Abuse on Campus
- Campus and Community Relations
- Campus Awareness and Crime Prevention
- Campus Security Report Writing
- Crime and Incident Scene Protection
- Critical Incident Response in the School Environment
- Physical Security in the School Environment
- Fire and Emergency Response Planning
- Legal Responsibilities
- Residence Hall Security
- Special Events

### >> DRIVER TRAINING

- Adjusting to Changing Driving Conditions (EDU)
- Bus Drivers: Ergonomics and Avoiding Injury (EDU)
- Bus Drivers: Evacuating Students with Special Needs (EDU)
- Large Vehicle Characteristics (EDU)
- Passenger Van Safety (EDU)
- Safe Use of Utility Vehicles (EDU)
- School Bus Behavior and Discipline (EDU)
- Special Education Transportation: Handling Needs on Mixed Buses (EDU)
- Special Education Transportation: Laws and Regulations (EDU)
- Special Education Transportation: Lifts and Mobility Equipment (EDU)
- Special Education Transportation: Types of Disabilities and Special Needs (EDU)
- Special Education Transportation: Transportation Problems (EDU)

### >> FOOD SERVICE

- Food Safety, Foodborne Illness & Kitchen Sanitation (EDU)
- Food Service General Safety (EDU)
- Food Services Proper Lifting (EDU)
- School Meal Compliance (EDU)

### >> HUMAN RESOURCES

- Child Abuse: Mandated Reporter Training for California (EDU)
- Ethics in the Workplace (EDU)
- Introduction to Understanding the Rights of LGBT Identities (EDU)
- Introduction to Understanding the Rights of LGBT Students

- Maintaining Professional Staff/Student Boundaries (EDU)
- Preventing Sexual Harassment: Students (EDU)
- Sexual Misconduct in Schools (EDU)
- Spanish Version - Mandated Reporter Training for California (EDU)
- Title IX and Sexual Misconduct (EDU)
- Title IX in Higher Education: Sexual Misconduct (EDU)
- Workplace Diversity (EDU)

### >> OCCUPATIONAL HEALTH & SAFETY

- Aerosol Transmissible Diseases (EDU)
- Asbestos Safety (EDU)
- Athletes and Sudden Cardiac Arrest (EDU)
- Avoiding Slips, Trips, and Falls (EDU)
- Back Injury Prevention (EDU)
- Bloodborne Pathogens Safety (EDU)
- Breaking Up Student Fights (EDU)
- Cal/OSHA Respiratory Protection (EDU)
- California Integrated Pest Management (EDU)
- Classroom Safety - Special Education (EDU)
- Computer Security Awareness (EDU)
- Crossing Guard Safety (EDU)
- Electrical Safety (EDU)
- Emergency Operations Plans in Action (EDU)
- Everyday Safety in Classrooms (EDU)
- FERPA: Protecting Student Privacy (EDU)
- Fire Extinguisher Safety (EDU)
- Fire Prevention Safety (EDU)
- General First Aid Part 1 (EDU)
- General First Aid Part 2 (EDU)
- General Office Ergonomics (EDU)
- Hazmat Spill Prevention & Control (EDU)
- Hearing Conservation (EDU)
- Incident Investigation (EDU)
- Lead Awareness (EDU)
- Liability in Sports (EDU)
- Managing Difficult Behaviors (EDU)
- Personal Protective Equipment (EDU)
- Planning for an Emergency (EDU)
- Playground Safety (EDU)
- Playground Supervision (EDU)
- Preventing Cyberbullying (EDU)


- Proper Lifting (EDU)
- Proper Lifting Library Operations (EDU)
- Proper Use of Seclusion and Restraint (EDU)
- Principal's Recognition of Hazards on a School Campus (EDU)
- Recognizing and Preventing Youth Suicide (EDU)
- Safety in the Science Lab (EDU)
- Science Laboratory: Chemical Spill Safety (EDU)
- School Bullying (EDU)
- School Shooting Awareness (EDU)
- School Violence and Weapons (EDU)
- Supervision and Oversight of Students (EDU)
- Student Concussions (EDU)
- Student Safety Restraint Systems (EDU)
- Techniques for De-Escalation (EDU)
- Wheelchair Securement and Safety (EDU)
- Working in Extreme Temperatures: Working in Cold Climates (EDU)
- Working in Extreme Temperatures: Heat Illness Prevention (EDU)
- Workplace Violence (EDU)

## **>> SPECIAL EDUCATION AND INCLUSION**


- Appropriate Use of Personal Protective Equipment
- Behavior Management Strategies
- Bullying Risks for Students with Disabilities
- Coping with Stress as a Paraeducator
- De-escalation Strategies, When Working with Special Needs Students
- Evacuation of Students with Disabilities
- IEP Collaboration Techniques
- Individualized Education Programs (IEP): An Introduction
- Individuals with Disabilities Education Act (IDEA): An Introduction
- Paraprofessional: Understanding Your Role
- Preventing Injuries: Paraeducators and Students
- Restraint and Seclusion: Uses, Alternatives and Risks
- School Safety for Students with Disabilities
- Section 504 of the Rehabilitation Act: An Introduction
- Student Discipline and the Law
- Understanding Behaviors of Students with Special Needs
- Understanding Inclusion for Special Needs Students



# PREMIUM CONTENT



The following pages feature additional courses that are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.





## EMERGENCY MEDICAL SERVICES

Vector Solutions offers a comprehensive catalog of online EMS continuing education courses that are accepted in most states. Our courses allow first responders, EMT-Basics, EMT-Intermediates and EMT-Paramedics to complete their continuing education requirements in an engaging and easy-to-use format. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

### >> PREPARATORY

- Clinical Decision-Making
- Common Infectious Pathogens
- Communication and Documentation
- Cultural Diversity for EMS Providers
- Diet & Nutrition
- Emergency Responder Rehabilitation for the EMT
- Emergency Responder Rehabilitation for the Paramedic

### >> ADVANCED

- Ethics for the EMS Provider (BLS)
- Functional Approach to Physical Fitness for Emergency

### >> RESPONDERS

- Functional Communication for EMS Providers
- Health & Wellness
- HIPAA Awareness
- The Human Body Part 1: Critical Systems
- The Human Body Part 1: Critical Systems Advanced
- The Human Body Part 2: Other Systems
- The Human Body Part 2: Other Systems Advanced
- Infectious Disease Control
- Medical, Ethical, and Legal Issues
- Mental Health Awareness for Emergency Responders
- Protecting Yourself from Influenza
- Slips, Trips and Falls
- Therapeutic Communications
- Workplace Stress

### >> AIRWAY

- Advanced Airways: Intubation and Beyond (2 hours)
- Airway Management Advanced (2 hours)
- Airway Management Basic
- Blind Nasotracheal Intubation
- Capnography
- Introduction to Capnography Advanced
- Mechanics of Breathing
- Orotracheal Intubation
- Respiratory System A&P Review
- Suctioning the Patient Airway
- Supplemental Oxygen
- Tracheostomies Advanced

### >> PATIENT ASSESSMENT

- Assessing the Patient with Major Trauma
- EMS Grey Area Calls
- Patient Assessment Advanced
- Patient Assessment Basic
- Rapid Secondary Assessment
- Special Challenges in Patient Assessment

### >> MEDICAL

- Acute Coronary Syndromes
- Acute Respiratory Distress Syndrome Advanced
- Allergic Reaction Management
- Allergies and Anaphylaxis Advanced
- Allergies and Anaphylaxis Basic
- Altered Mental Status Advanced
- Altitude Emergencies
- Altitude Illness
- Altitude Illness Advanced
- Aquatic Emergencies
- Asthma Advanced
- Asthma Part 1
- Asthma Part 2
- Behavioral Emergencies Advanced
- Behavioral Emergencies Basic
- Calcium Channel Blocker Overdose
- Calcium Channel Blocker Overdose Advanced
- Carbon Monoxide Poisoning
- Cardiac Emergencies Advanced
- Cardiac Emergencies Basic
- Cardiovascular Anatomy & Physiology Review
- Complementary and Alternative Medicine Advanced
- Complementary and Alternative Medicine Basic
- Complete Resuscitation: Integrating Post-Care Advanced
- Cyanide Poisoning
- Cyanide Poisoning Advanced
- Date Rape Drugs
- Death and Dying Advanced
- Dementia
- Dementia Advanced
- Dementia: Overview, Assessment, and Care
- Detailed Physical Exam

- Diabetic Ketoacidosis Advanced
- Disease Conditions of Chronic Alcoholism Advanced
- Ecstasy Abuse Management
- Ecstasy Abuse Management Advanced
- Endocrine System Emergencies Advanced
- Endocrine System Emergencies Basic
- Epilepsy
- Fundamentals of 12 Lead ECG Operation and Interpretation
- H1N1 (Swine Flu)
- HazMat Medical Emergencies Advanced
- Heat Illness and Emergencies
- Hematology
- HIV/AIDS Awareness
- Immunology
- Intraosseous Infusion Advanced
- Intro to Arrhythmias: Escape Rhythms and Premature Complexes
- Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation
- Managing Cardiac Arrest: During and After Resuscitation
- Medication Errors
- Methamphetamine
- MRSA Infections
- Myths and Realities of Drug Seeking Behavior Advanced
- Myths and Realities of Drug Seeking Behavior Basic
- Narcotics Overdose for the EMT
- Narcotics Overdose for the Paramedic Advanced
- Non-Traumatic Abdominal Injuries
- Non-Traumatic Chest Pain
- Obstetrical Emergencies Advanced (2 hours)
- Operating an AED
- Opioid Overdose & Naloxone Administration
- Over the Counter Drug Overdoses Advanced
- Pain Management
- Pain Management Advanced
- Pain Transmission, Perception, and Assessment
- Pain Transmission, Perception, and Assessment Advanced
- Pharmacology Advanced
- Pharmacology Basic
- Pharmacology & Drug Administration
- Pharmacology Special Considerations
- Pharmacology Special Considerations Advanced
- Poisoning and Overdose
- Poisons and Toxins Part 1
- Poisons and Toxins Part 1 Advanced
- Poisons and Toxins Part 2
- Poisons and Toxins Part 2 Advanced
- Prehospital Pulmonary Embolism Care
- Recognition and Management of Over the Counter Drug Overdoses

- Renal Failure Advanced
- Respiratory Emergencies Advanced
- Respiratory Emergencies Basic
- TCA Overdose
- TCA Overdose Advanced
- Toxicology and Substance Abuse Advanced
- Understanding the Basics of ECGs

## >> TRAUMA

- Abdominal Trauma
- Abdominal Trauma Advanced
- Abdominal Trauma Basic
- Amputation Injuries Advanced
- Bleeding and Shock Advanced
- Bleeding and Shock Basic
- Bomb Blast Injuries Advanced
- Burn Management Advanced
- Burn Management Basic
- Cervical Spine Injuries Part 1 Advanced
- CNS Injuries Advanced
- CNS Injuries Basic
- Emergency Care for Electrical Burns
- Emergency Care for Lightning Strike Victims Advanced
- Environmental Emergencies Advanced
- Environmental Emergencies Basic
- Femur Fractures
- Fetal Trauma from Motor Vehicle Collisions (ALS)
- Gunshot Wounds
- Head and Facial Injuries Advanced
- Hip Fractures
- Hip Fractures Advanced
- Injuries and Infections of the Eye
- Kinematics of Trauma
- Management of Cervical Spine Injuries on Athletics Part 2 Advanced
- Musculoskeletal Injuries Advanced
- Musculoskeletal Injuries Basic
- Nose Bleeds
- Nose Bleeds Advanced
- Pelvic Fractures
- Pelvic Fractures Advanced
- Recognition and Treatment of Foot Injuries Advanced
- Sepsis
- Sepsis Advanced
- Shock and Shock Management
- Spinal Cord Injuries
- Stroke Assessment & Treatment
- Stroke Assessment & Treatment Advanced
- Thoracic Emergencies Advanced

- Thoracic Emergencies Basic
- Traumatic Head and Brain Injuries Advanced
- Traumatic Injury During Pregnancy
- Understanding and Restraining Patients with Excited Delirium
- Understanding and Restraining Patients with Excited Delirium Advanced
- Unstable Pelvic Fractures

#### >> SPECIAL CONSIDERATIONS

- Assessment and Treatment of Submersion Injuries
- Assessment and Treatment of Submersion Injuries Advanced
- Assessment, Treatment and Transport of Morbidly Obese Patients
- Assessment, Treatment and Transport of Morbidly Obese Patients Advanced
- Bariatric Patients
- Child Abuse: An EMS Professionals Role & Responsibilities
- Child Abuse: An EMS Professionals Role & Responsibilities Advanced
- Child Abuse: EMS Roles & Responsibilities
- EMS Response for COVID-19 (PPE, Decon, and Transport)
- General Science Advanced
- Geriatric Assessment Challenges
- Geriatric Behavioral Emergencies
- Geriatric Emergencies Advanced
- Geriatric Emergencies Basic
- Geriatric Hip Injuries
- Hypothermia Assessment and Treatment
- Hypothermia Assessment and Treatment Advanced
- Managing Chronic Care Patients
- Neonatology Advanced
- Obstetrical Emergencies Advanced (2 hour)
- Obstetrical Emergencies Basic
- Patient Abuse and Assault
- Patient Lifting, Moving and Transportation (1 hour)
- Patients with Special Challenges
- Pediatric Airway Management
- Pediatric Airway Management Advanced
- Pediatric Assessment
- Pediatric Assessment Part 1
- Pediatric Assessment Part 2
- Pediatric Burns Advanced
- Pediatric Cardiac Arrest Advanced
- Pediatric Cardiac Emergencies Advanced
- Pediatric Cardiac Emergencies Basic
- Pediatric Emergencies Advanced
- Pediatric Emergencies Basic
- Pediatric Fever for the EMT
- Pediatric Fever for the Paramedic Advanced

- Pediatric Fluid and Airways Advanced
- Pediatric Ingestions Advanced
- Pediatric Respiratory Emergencies: Lower Airway for the Paramedic Advanced
- Pediatric Respiratory Emergencies: Upper Airway for the

#### >> EMT

- Pediatric Respiratory Emergencies: Upper Airway for the Paramedic Advanced
- Pediatric Respiratory Emergencies: Upper and Lower Airway for the First Responder
- Pediatric Shock Advanced (2 hours)
- Pediatric Trauma Advanced
- Safe Transportation of the Pediatric Patient
- Special Needs Patients
- Sports Medicine for EMS
- Sudden Infant Death Syndrome (SIDS)

#### >> OPERATIONS

- Back Injury Prevention
- Basics of EMS Operations at a Mass Casualty Incident
- Confined-Space Entry
- Crime Scene Awareness
- Driving Safety
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- First Responder Operations Level Refresher (Modules 1–4)
- Incident Command
- Introduction to Hazardous Materials
- Managing Multiple Casualty Incidents
- Medical Extrication & Rescue
- Patient Care Report Essentials
- Patient Care Report Essentials Advanced
- Response to Mass Casualty Incidents
- Response to Mass Casualty Incidents Advanced
- Right to Know (Hazard Communication)
- Weapons of Mass Destruction - An Intro to WMD Agents

***The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.***



## EMERGENCY VEHICLE OPERATIONS

Vector Solutions' course catalog features Emergency Vehicle Operator courses that offer departments a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

- Accidents & Emergencies for Emergency Vehicle Operators
- Adjusting to Changing Conditions for Emergency Vehicle Operators
- Dangers of Speeding for Emergency Vehicle Operators
- Defensive Driving Strategies for Emergency Vehicle Operators
- Distracted Driving for Emergency Vehicle Operators
- Driver Safety Orientation for Emergency Vehicle Operators
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving for Emergency Vehicle Operators
- Intersection Safety for Emergency Vehicle Operators
- Legal Considerations for Emergency Vehicle Operators
- Safe Backing for Emergency Vehicle Operators
- Seat Belt & Airbag Safety for Emergency Vehicle Operators
- Securing Materials for Transportation for Emergency Vehicle Operators
- Vehicle Inspection and Maintenance for Emergency Vehicle Operators
- Fleet Program Vehicle Safety and Security for Emergency Vehicle Operators

***The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.***



## FIRE

Vector Solutions' course catalog delivers more than 250 hours of recertification courses for emergency responders. Courses based on the NFPA codes and standards, including NFPA 1001, 1021 and the 1500 Series. Courses also cover wildland fire, response to terrorism and much more.

### >> NFPA 1001 SERIES | FIREFIGHTER I & II

Vector Solutions has a complete library of Firefighter I & II awareness and refresher level courses based on NFPA codes and standards.

- Building Construction
- Fire Behavior
- Fire Control
- Fire Department Communications
- Fire Detection, Alarm & Suppression Systems
- Fire Hose
- Fire Prevention and Public Education
- Fire Streams
- Firefighter Orientation and Safety
- Firefighter Personal Protective Equipment
- Firefighting Foams
- Forcible Entry into a Structure
- Ground Ladders
- Loss Control
- Portable Extinguishers
- Protection of Evidence of Fire Origin & Cause
- Rescue and Extrication
- Self-Contained Breathing Apparatus
- Vehicle Extrication
- Ventilation
- Water Supply

### >> NFPA 1021 SERIES | COMPANY OFFICER

Vector Solutions has developed a complete line of company officer awareness and refresher level courses based on NFPA codes and standards.

- Action Plan Implementation
- Assuming the Role of Company Officer
- Budgeting
- Community Awareness
- Company-Level Training
- Elements of Supervision and Management
- Fire and Life Safety Inspections
- Fire Department Communications
- Fire Department Structure
- Fire Investigation
- Firefighter Safety and Health
- Firefighter Safety and Health Part II
- Government Structure
- Incident Response Safety

- Incident Scene Communications
- Incident Scene Management
- Information Management
- Labor Relations
- Leadership as a Group Influence
- Legal Responsibilities and Liabilities
- Pre-Incident Planning
- Professional Ethics
- Public Education Programs

### >> NFPA 1410 SERIES

Vector Solutions' NFPA 1410 training series illustrates the most commonly practiced fireground evolutions. These video-based courses are written to the NFPA firefighter training standard.

- Evolution 1
- Evolution 2
- Evolution 3
- Evolution 4
- Evolution 5
- Evolution 6
- Evolution 7
- Evolution 8
- Evolution 9
- Evolution 10
- Evolution 11
- Evolution 12
- Evolution 13
- Evolution 14

### >> NFPA 1500 SERIES

This series of courses is designed specifically for the fire industry and meets the NFPA 1500 code requirements. These courses were developed in conjunction with the NFPA, and specific content experts at the NFPA participated in their creation.

- Advanced HAZWOPER Awareness (Modules 1–4)
- Bloodborne Pathogens Safety
- Cal/OSHA Respiratory Protection
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined Space Entry
- CPR Academic
- Driving Safety
- HAZMAT Spill Prevention & Control

- HAZMAT Transportation
- Laboratory Safety
- Materials Handling, Storage, Use & Disposal
- Personal Protective Equipment
- Post-Traumatic Stress Disorder (PTSD) in the Fire Industry
- Hazard Communication
- Welding Safety

#### >> GENERAL

- Customer Service for Fire Department Personnel
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- Fire Industry Driver Intersection Safety
- Fire Industry Driver Operator
- Fire Industry Introduction to Wildland Fire Behavior
- First Responder Hybrid Vehicle Incidents
- First Responder Operations Level Refresher (Modules 1–4)
- Firefighter Rehabilitation (Modules 1 and 2)
- Fire Service: Health & Safety Part I
- Fire Service: Health & Safety Part II
- Maximizing Your Volunteer Firefighter Recruitment Efforts with an Effective Open House
- NFPA 1 & 101 Module 1
- NFPA 1 & 101 Module 2
- NFPA 1 & 101 Module 3
- NFPA 1 & 101 Module 4
- NFPA 1041 Instructor Training Module 1
- NFPA 1041 Instructor Training Module 2
- NFPA 1041 Instructor Training Module 3
- NFPA 1403 Live Fire Training Evolutions
- NFPA 1584 Firefighter Rehabilitation
- NFPA 1851 Cancer-Related Risks of Firefighting
- NFPA 3000: Standard for Preparedness and Response to Active Shooter and/or Hostile Events
- Portable Extinguishers: Types and Usages
- School Fire and Life Safety Inspection
- Water Supply

#### >> WILDLAND FIREFIGHTING

- RT-130 Annual Wildland Fire Safety Refresher (Modules 1–4)
- S-190 Introduction to Wildland Fire Behavior (Modules 1–4)

#### >> ARFF TRAINING

Vector Solutions is pleased to offer valuable training for airport firefighters. The 17-course bundle delivers 13 hours of training featuring video- and scenario-based lessons.

- Adapting and Using Structural Equipment
- Aircraft Cargo Hazards (Parts 1-2)
- Aircraft Familiarization
- Aircraft Rescue - Emergency Communications

- Airport Rescue And Firefighting Ops
- Application of Extinguishing Agents (Parts 1-4)
- Aviation Incident Response/Crash Rescue Management
- Command and Control of Aircraft Incidents
- Emergency Aircraft Evacuation
- Out of the Blue
- Personnel Safety
- Vehicle Rescue
- Water Rescue

*The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.*



## LAW ENFORCEMENT TRAINING

Vector Solutions' robust online course catalog features engaging courses covering dozens of topics germane to law enforcement officers. Courses are put through a rigorous creation process to ensure comprehensive information that features detailed lesson plans. The end result is a well-trained and prepared police force.

- Arrest and Control Techniques
- Arrest Procedures
- Computer Security Awareness (LAW)
- Constitutional Law
- Crime Scene Investigation
- Critical Incident Response
- Dispatch
- Domestic Violence
- Drug Interdiction
- Drug Investigation
- Excessive Force
- Understanding Fatigue for Law Enforcement
- Gang Dynamics
- Gang Identification
- Mental Illness
- Policies and Procedures for Law Enforcement
- Peace Officer De-escalation: Introduction to Basic Concepts
- Workplace Violence (LAW)
- Workplace Diversity (LAW)

### >> CALIBRE PRESS

- Approach: Buildings
- Approach: People
- Approach: Vehicle
- Body Language: Analysis of Deceptive Behavior
- Body Language: Analysis of Pre-Attack Indicators
- Body Language: Reading People 101
- Body Language: Reading People 201
- Distracted Driving (LAW)
- Emotional Survival in Law Enforcement
- The Essential Component of De-Escalation and Conflict Resolution
- The Fatal Four
- The Fundamentals of Stress 101
- The Fundamentals of Stress 201
- The Graham Standard
- Guardians and Warriors: Seeking Balance
- Guardians on the Grounds: Police-Fire Relations and

### >> SECURING FACILITIES

- Implicit Bias: Facts & Myths
- Interaction Principles for De-Escalation Success
- Kinesics Interviewing: Reading the Suspect & Detecting

### >> DECEPTION

- Leadership: Personal Agenda or Mission Success (LAW)
- Motivation and Bureaucratic Roadblocks (LAW)
- Roadway Dangers
- Shoot/Don't Shoot: The Jesse Kidder Incident
- Truths of Human Interaction
- Women in Leadership (LAW)

### >> CORRECTIONS

- Booking and Intake
- Community Corrections
- Con Games in Jail and Prisoner Transport
- Control, Verbal Judo and Defensive Tactics
- Corrections and Terrorism
- Corruption Continuum
- Court Tactics and Techniques
- Cross-Gender Supervision and Jail Crisis Response
- Direct Supervision
- Gangs and Jail Recreation
- Inmate Supervision
- Inmate/Cell Searches and Jail Escapes
- Integrity in the Workplace
- Interpersonal Communications and Weapon Control
- Jail Gangs
- Jail Suicides and Close Quarter Assaults
- Juvenile Corrections
- Juvenile Inmates
- Medical Emergencies
- Prisoner Escort
- Professional Communications Skills
- Stress Reduction and Improving Officer Morale
- Tactical Jaw and Limb Control
- Use of Force: Role of the 8th Amendment
- Violent Attacks
- Youth Gangs

### >> DISPATCH

- Answering Suicidal Callers
- Calls from the Hearing Impaired
- Communication Essentials
- Handling Special Situations
- Managing a Communications Division
- Officer Line of Duty Death



- Stress Management:
- Team Building
- The AMBER Alert System

## >> DRIVER TRAINING FOR POLICE

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Characteristics of Law Enforcement Vehicles
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Emergency Vehicle Operations
- Impaired Driving
- Intersection Safety
- Legal Consideration for Police Drivers
- Police Vehicle Technology
- Pursuit Driving
- Safe Backing
- Vehicle Inspection & Maintenance
- Vehicle Safety & Security

## >> HOMELAND SECURITY

- Control Procedures for WMD Incidents
- Critical Infrastructure Protection (Modules 1-3)
- Homeland Security Awareness (Modules 1-6)

## >> INVESTIGATION

- Bloodstain Evidence Analysis
- Bloodstain Evidence Documentation
- Body of Evidence
- Building Search Essentials
- Bullet Ricochet Phenomena
- Burned Evidence
- Cold Case Files
- Composite Interviewing
- Consent Searches: United States v. Drayton
- Dangers of Hidden Devices
- Detecting Strangulation
- DNA Evidence and Testing
- Elder Abuse
- Evidence Chain of Custody
- Evidentiary Reenactments
- Fatal Blood Loss Evidence
- Forensic Genetics
- High Risk Warrants
- Home Seizures: Illinois v. McArthur
- Homicide Investigation
- Identity Crimes
- Insurance Fraud
- Large Vehicle Bombs: Post-Blast Investigation (Modules 2)

- Mail Bombs
- Micro-Clues
- Motor Vehicle Theft
- Open-Source Investigations
- Post-Blast Investigation
- Profiling Criminal Violators
- Pyroanalysis and Toxicology
- Recognizing Fraudulent Identification Documents
- Retroactive Amnesia
- Slow and Deliberate Searches
- Toxicology
- Undercover Drug Buys
- Undercover Drug Reversals

## >> OFFICER SURVIVAL

- Aerosol Defense Spray
- Collapsible Baton
- Combat Handcuffing
- Command Presence
- Concealed Carry Tactics
- Concepts of the Duty Pistol Training Course
- Confined Area Survival Tactics (Modules 1-2)
- De-escalating the Use of Force
- Edged Weapon Defense Tactics
- Electronic Control Devices
- Firearm Retention and Disarming
- Firearm Safety in the Home
- Firearms Training Paradigm
- Knife Defense Tactics
- Laser Sighting Systems
- Less Lethal Force
- No Regards for Human Life (Parts 1 & 2)
- Non-dominant Hand Skills
- O.C. Sprays
- Off-Duty Survival
- Officer Involved Shootings
- Officer Survival: Physiological Response to Stress
- Operational Characteristics of the Pistol
- Physiokinetics and Time Framing
- Police Shooting Tactics
- Pressure Point Control Tactics
- Risk Assessment
- Survival Considerations for Female Officers
- Tactical Groundfighting
- The Paradigm of Pistolcraft
- Use of Deadly Force: Garner v. Tennessee
- Use of Force Decision Making
- Witness to Excessive Force

## >> PATROL

- Achieving Peak Performance
- Approaching a Suspect on Foot
- Basic Medical Procedures
- Basic Physical Conditioning
- Basic Principles of Active Shooter Response
- Bike Patrol
- Bomb Tactics
- Clandestine Drug Labs
- Coaching for High Quality Work Performance
- Commercial Vehicle Searches
- Communication Processes
- Community Injury Prevention Programs
- Conducting Traffic Stops
- Core Competencies of Leadership
- Crime Prevention in the 21st Century
- Crimes in Progress
- Critical Incident Stress Management
- Danger on Traffic Stops
- Domestic Violence (Modules 1-2)
- Driving Safety
- Emergency Vehicle Evacuation
- Ethics in Law Enforcement
- Evaluate and Use Non-Verbal Messages
- Field Sobriety Testing
- Foot Pursuits
- Geographic Information Systems and Crime Analysis
- Heart Health for Active-Duty Officers
- Hostage Negotiations
- Hydroponics
- Infectious Diseases
- Law Enforcement Personnel Standards
- Major Supreme Court Decisions of 2004
- Managing Confrontation with Communication
- Mass Casualty Response
- Mentally Ill Crisis Intervention
- Military Courtesy for Uniformed Police Person
- Natural Disasters
- NHTSA Education Initiatives
- Non-Verbal Officer Communication
- Officer Training Techniques
- Patrol Strategies and Tactics
- Physical Control of a Raging Suspect
- Poison Exposure Hazards
- Police Response to Structure Fires
- Protection of Potential and Actual Crime Scenes
- Pursuit Driving
- Pursuit Phases and Technologies
- Rapid Vehicle Takedown
- Recognizing Possible Suspects
- Remote Area Techniques and Tactics
- Report Writing to Win Cases (Modules 1-2)
- Responding to Physical Child Abuse
- Safety Securing and Transporting Subjects
- School Resource Officers
- Sex Crimes Against Children
- Sex Offender Registrations
- Sharpening Facial Recognition Skills
- Single Officer Patrol
- Sudden In-Custody Death Syndrome
- Suicide Bombers
- Suicide by Cop
- Tactical Felony Stops
- Tactical Response to Snipers and Mass Shootings
- Terrorism and the Municipal Police Department
- Traffic Stops and Racial Profiling (Modules 1-3)
- Training Techniques: SWAT
- Understanding Hate Crimes
- Use of Force
- Vehicle Compartment Searches
- Vehicle Searches
- Verbal Judo
- Visual Sense Dominance
- Weapons of Mass Destruction Overview (Modules 1-2)
- Women in Law Enforcement

***The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.***



## PROFESSIONAL SECURITY

Vector Solutions offers training covering various roles and duties of professional security, including campus security, casino security, private security, hospital security, shopping center security, etc. Courses feature scenario-based interactions and videos.

### >> BASIC SECURITY OFFICER TRAINING SERIES

- BSOTS: Asset Protection and Security
- BSOTS: Civil Law and Civil Liability
- BSOTS: Communications
- BSOTS: Criminal Law and Criminal Liability
- BSOTS: Emergency Situations
- BSOTS: Ethics, Deportment, and Professional Conduct
- BSOTS: Fire Protection and Life Safety
- BSOTS: Human and Public Relations
- BSOTS: Investigations
- BSOTS: Patrols and Fixed Posts
- BSOTS: Physical Security and Crime Prevention
- BSOTS: Report Writing

### >> CAMPUS SECURITY SERIES

- Alcohol Abuse on Campus
- Campus and Community Relations
- Campus Awareness and Crime Prevention
- Campus Security Report Writing
- Crime and Incident Scene Protection
- Critical Incident Response in the School Environment
- Physical Security in the School Environment
- Fire and Emergency Response Planning
- Legal Responsibilities
- Residence Hall Security
- Special Events

### >> CASINO SECURITY SERIES

- Emergency Procedures in the Casino Industry
- Role of the Security Officer in the Casino Industry
- Security Officer Procedures in the Casino Industry

### >> EMERGENCY SITUATIONS & WORKPLACE VIOLENCE

- Bomb Threat Response
- Emergency Department Security
- Emergency Response in the Retail Setting
- Evacuations
- Fire and Emergency Response
- Fire Apparatus and Response in a Healthcare Facility
- First Aid Essentials
- First Response to Felony Crimes
- Handling Emergency Situations
- Hate Crimes
- Infant Abduction (Part I)

- Infant Abduction (Part II)
- Introduction to Emergency Management (Part I)
- Introduction to Emergency Management (Part II)
- Medical Emergency Response (Part I)
- Medical Emergency Response (Part II)
- Tactical Responses to Practical Situations
- Workplace Violence Prevention

### >> GENERAL DUTIES

- Access Control
- Building Searches
- Correcting Common Errors in Report Writing
- Crime and Incident Scene Investigations (Part I)
- Crime and Incident Scene Investigations (Part II)
- Customer Service as a Security Function
- Detection Procedures
- Effective Interviewing
- Enforcement Techniques
- Event Security (Part I)
- Event Security (Part II)
- Event Security (Part III)
- Gang Trends
- General Report Writing
- Inspections
- Intelligence Gathering
- Interviewing at the Scene
- Juveniles and Gangs
- Maintaining a Safe Work Environment
- Physical Fitness for Security Officers (Part I)
- Physical Fitness for Security Officers (Part II)
- Professional Communication (Part I)
- Professional Communication (Part II)
- Radio Communication (Part I)
- Radio Communication (Part II)
- Report Writing and Crime Prevention
- Search and Escort
- Search and Seizure (Part I)
- Search and Seizure (Part II)
- Security and Police Relations
- Shoplifters
- Telephone Techniques
- Testifying as a Security Officer

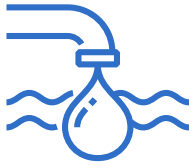
- The Basics of Fixed Security Posts
- >> HOMELAND SECURITY**
  - Terrorism: The Security Challenge
  - Threat of Terrorism in the U.S.
- >> HUMAN & PUBLIC RELATIONS**
  - Command Presence
  - Communicating With Angry People
  - Communication Mistakes to Avoid
  - Dealing With Mentally Ill Persons
  - Defusing Conflict and Crisis
  - Engaging the Customer
  - Lobby or Reception Area Security
  - Lost Children
  - Proxemics and Personal Space
  - Public Relations
  - Tactical Communications
- >> OFFICER SAFETY & SURVIVAL**
  - Edged Weapon Defense
  - Evaluate and Use Non-Verbal Messages (Part I)
  - Evaluate and Use Non-Verbal Messages (Part II)
  - Handcuffing Techniques
  - Legally Defensible Training Tactics (Part I)
  - Legally Defensible Training Tactics (Part II)
  - Non-aggressive Defense
  - OC Sprays
  - Principles for the Use of Force
  - Security Officer Safety
  - Tactical Thinking
- >> SECURITY MANAGEMENT**
  - Basics of Risk Management
  - Emergency Preparedness and Crisis Management
  - Fusion Centers
  - Leadership Principles
  - Preparing Performance Evaluations
  - Professional Standards
  - Reducing Business Risk
  - Supervisor Communication
  - Time Management
- >> SPANISH COURSES**
  - Basic Security Tool Kit (Spanish)
  - Controlling Aggressive Individuals (Spanish)
  - Crime Scene Containment (Spanish)
  - Emergency Situations (Spanish)
  - Fire Alarms and Extinguishers (Spanish)
  - General Duties (Spanish)
  - General Report Writing (Spanish)
  - Patrol (Spanish)

- Radio and Telephone Communications (Spanish)
- Security Officer Safety (Spanish)

- >> SUPERVISORS TRAINING SERIES**
  - Supervisors: Behavior and Motivation
  - Supervisors: Employee Performance Evaluations
  - Supervisors: Substance Abuse
  - Supervisors: Time Management

- >> TRAFFIC CONTROL & VEHICLE SAFETY**
  - Focus on Vehicles
  - Parking Lot Security
  - Traffic Safety and Control
  - Vehicle Safety and Security

*The courses are available at a discounted rate for PRISM members. Please contact TargetSolutions at (800) 840-8048 for information.*



## WATER & WASTEWATER

Vector Solutions' Water and Wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. Please contact Vector Solutions for details regarding how Vector Solutions' courses meet requirements for each state. Courses cover the following categories: Environmental Awareness, General Safety, Human Resources, Occupational Health and Technical. These courses are available to PRISM members at an exclusive, discounted rate. For more information about these courses, or to add them to your course catalog, please contact Vector Solutions at (800) 840-8048.

### >> GENERAL

- Advanced HAZWOPER Awareness (Modules 1–4)
- Asbestos Awareness
- Aquifer Remediation
- Back Injury Prevention
- Backflow Prevention Methods
- Backflow Prevention Overview
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Cal/OSHA Respiratory Protection
- CPR Academic
- Coagulation, Flocculation and Sedimentation
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Corrosion Control
- Disaster Preparedness
- Disinfection Basics
- Distribution Service to Customers
- Distribution System Materials and Equipment
- Drinking Water Quality - Critical Parameters
- Drinking Water Quality - Monitoring & Security
- Driving Safety
- Effective Groundwater Supply Management (RedVector)
- Effective Meter Reading
- Emergency Response to Terrorism (Modules 1–4)
- Eye Safety
- Fall Protection
- Filtration Basics
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Groundwater Contamination – Aquifer Remediation
- Ground Water Treatment
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Hand & Power Tool Safety
- Hearing Conservation
- Hydraulics
- Incident Investigation
- Indoor Air Quality

- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lead Contamination of Public Water Systems
- Lock-Out / Tag-Out
- Low Voltage Electrical Safety
- Machine Guarding
- Maintenance on Pumps, Motors, and Circuits
- Materials Handling, Storage, Use, & Disposal
- Mathematics Applied
- Mathematics Basics
- Personal Protective Equipment
- Pumping Stations - Piping, Valves and Hydraulics
- Pumping Stations - Pumps, Motors and Electrical Systems
- Radiation Safety
- Rehabilitation of Water Distribution Systems: Current Technologies
- Rehabilitation of Water Distribution Systems: Selecting Rehab Methods
- Rehabilitation of Water Distribution Systems: Designing Renewal Projects
- Right-to-Know (Hazard Communication)
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Storm Water Pollution Prevention
- Trenching & Shoring
- Wastewater Treatment
- Water Main Installation
- Welding Safety
- Working in Extreme Temperatures

### >> HUMAN RESOURCES & EMPLOYMENT PRACTICES

- Alcohol-Free Workplace
- Diet & Nutrition
- Drug-Free Workplace
- Health & Wellness
- Office Safety
- Principles of Debt Collections
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Workplace Diversity
- Workplace Stress
- Workplace Violence