How to Register for Classes Through L.E.A.D

There are a few ways to register for classes:

1. Go to the L.E.A.D training page on the intranet
   http://apphub/lead

2. Go to CLASSES and choose the classes you would like to enroll in.

3. If you have any difficulty getting access to the site, contact Andrea Mariano
   apomicpic@oaklandca.gov

CITY OF OAKLAND L.E.A.D
Learning, Education and Development

SOME HELPFUL TIPS WHEN ENROLLING:

- When there are multiple sessions, please enroll in just one, or you will show up on all the rosters.

- If supervisory approval is required, you must put their full name and email address inorder for them to get an approval email.

- Choose the Outlook invite option on the calendar icon and it will add you training to your calendar.

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motivation   guidance   skills   success   potential

CITYWIDE TRAINING VISION:

- To provide impactful and relevant training for personal and professional development.

- To meet the diverse training needs for all departments and roles that the workforce plays in order to better serve the people of Oakland

- To maintain, track and monitor training records for Federal, State and Local mandating training.

CITY OF OAKLAND

Citywide Training and Staff Development

150 Frank H. Ogawa Plaza

Third Floor, Suite 3332

Oakland CA 94612

Andrea Mariano - Training Coordinator

Phone: 510-238-6475

Fax: 510-238-2976

E-mail: apomicpic@oaklandca.gov

CITY OF OAKLAND

Training and Learning Opportunities For Employees

Citywide Training & Staff Development

Human Resources Management

Target Solutions Online Trainings

Target Solutions is an online training platform

that offers web based training courses in:

- NEMS / SIMS Training (FEMA)
- Disaster Worker Training
- Government Ethics Training
- Specific Departmental Safety and Awareness Training
- Safety and Injury Prevention
- Emergency Response Training
- Wellness Training (Stress Reduction, Diet and Nutrition, Health and Wellness)
- Sexual Harassment Prevention (for staff and supervisors)
- First Aid / CPR
- Driver Safety

You can access Target Solutions at the following link: **http://tinyurl.com/hx8sz9j**

Or contact apomicpic@oaklandnet.com to get your login set up.

TARGET SOLUTIONS ACCESS:

LOGIN - (your emp # followed by coo)

EX: **11111coo**

Password: **safety** (for first time users, then you will be asked to reset your own unique password.

You can select **self-assign** to choose classes,

or your supervisor may assign classes.

What Trainings Are Offered?

VISIT OUR LINK TO THE TRAINING CALENDAR TO STAY UPDATED: http://apphub/lead

- Diversity & Inclusion Training
- Race and Equity Training
- Effective Communications
- Conflict Management
- Supervisory Training
- Leadership Skills
- Customer Service
- Wellness Classes
- Retirement And Deferred Compensation Workshops
- Financial Planning Workshops
- Safety in the Workplace
- Emergency Response Training
- Ethics in the Workplace
- Hiring Practices and Human Resources Training
- Policy and Procedure Training
- Lunchtime Learning Sessions
- Computer Training (Word, Excel, PowerPoint, Outlook, Access, SharePoint)
- Writing Skills Workshops
- Political Process and Local Government Overview
- Department Specific Workshops and Webinars

motivation   guidance   skills   success   potential

Custom Guide Computer Training

- Speaking Events

FREE COMPUTER TRAINING

In order to take advantage of these amazing learning opportunities, you will simply need an Oakland Public Library - Library Card. Library Cards are available to all Oakland Residents and Employees of the City of Oakland.

Visit the Oakland Public Library Website at:

http://www.oaklandlibrary.org/

Or visit your nearest local branch to get a card and receive unlimited access to these trainings.

City of Oakland employees and residents can gain access to free online training in the following courses:

- Access (2013, 2016)
- Computer Basics
- Excel (2013, 2016)
- Max OSX Lion
- Office 365
- OneDrive for Business
- OneNote (2013)
- Outlook (2010, 2013, 2016)
- PowerPoint (2010, 2013, 2016)
- Project (2010, 2013, 2016)
- SharePoint (2010, 2013)
- Skype for Business
- What's New in Office 2010
- Windows 10
- Windows 7
- Windows 8
- Word (2010, 2013, 2016)