

## PARAEDUCATORS AND STAFF

The following includes a sample list of courses that are popular with training programs for paraeducators and staff

TOPIC FOCUS	HOONUIT COURSE
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>• <a href="#">Communication Styles</a></li> <li>• <a href="#">Connecting Through Vulnerability</a></li> <li>• <a href="#">Decision Making</a></li> <li>• <a href="#">Developing Healthy Relationship Skills</a></li> <li>• <a href="#">Effective Listening Training</a></li> <li>• <a href="#">Effective Meetings</a></li> <li>• <a href="#">Effective Presentation Design</a></li> <li>• <a href="#">Emotional Wellbeing and Stress Reduction</a></li> <li>• <a href="#">Pathway to Success: Planning and Preparing Using SMART Goals</a></li> <li>• <a href="#">Health and Wellness of Educators</a></li> <li>• <a href="#">How Do I Manage My Time?</a></li> <li>• <a href="#">How Do I Resolve Conflict?</a></li> <li>• <a href="#">Improving Social Awareness</a></li> <li>• <a href="#">Intro to HIPAA for Covered Entities</a></li> <li>• <a href="#">It Takes a Village: Partnering with Parents</a></li> <li>• <a href="#">Leadership Styles</a></li> <li>• <a href="#">Navigating Relational Conflict</a></li> <li>• <a href="#">Over the Rainbow Customer Service Training</a></li> <li>• <a href="#">Persuasion &amp; Negotiation Training</a></li> <li>• <a href="#">Professional Etiquette</a></li> <li>• <a href="#">Professionalism in the Workplace</a></li> <li>• <a href="#">Successful Time Management</a></li> <li>• <a href="#">Suicide Prevention &amp; Managing the Aftermath of the Death of a Student or Adult Associated with the School</a></li> <li>• <a href="#">The Art of Execution</a></li> <li>• <a href="#">The Art of Influence</a></li> <li>• <a href="#">Unlocking Potential: The Impact of Mindset on Success</a></li> <li>• <a href="#">Warning! Sinking Ship: Helping Those Around Us</a></li> <li>• <a href="#">Workforce Ready Soft-Skills – Making a Great First Impression</a></li> <li>• <a href="#">Preparing for Life at All Ages</a></li> </ul>
<b>Information Technology &amp; Software</b>	<ul style="list-style-type: none"> <li>• <a href="#">Information Security Best Practices</a></li> <li>• <a href="#">Copyright, Copyleft &amp; Fair Use</a></li> <li>• <a href="#">How Do I Keep My Devices Safe?</a></li> <li>• <a href="#">Social Media for PK-16 Educators</a></li> <li>• <a href="#">Assistive Technology for Students with Learning Disabilities</a></li> <li>• <a href="#">Microsoft Learning Tools</a></li> <li>• <a href="#">Google Classroom (2019)</a></li> <li>• <a href="#">Google Docs Training (2019)</a></li> <li>• <a href="#">Google Slides Training (2019)</a></li> <li>• <a href="#">Google Sheets Training (2019)</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• <a href="#">Google Calendar Training (2019)</a></li> <li>• <a href="#">Google Forms Training (2019)</a></li> <li>• <a href="#">Office 365 Getting Started</a></li> <li>• <a href="#">PowerPoint</a></li> <li>• <a href="#">Excel Advanced</a></li> <li>• <a href="#">Excel Basics</a></li> <li>• <a href="#">Outlook</a></li> <li>• <a href="#">Office 365 Collaborate and Share</a></li> <li>• <a href="#">Office 365 Teams</a></li> <li>• <a href="#">Word</a></li> </ul>
Classroom Practice	<ul style="list-style-type: none"> <li>• <a href="#">Active Supervision</a></li> <li>• <a href="#">Asking Essential Questions</a></li> <li>• <a href="#">Behavior Interventions</a></li> <li>• <a href="#">Bullying and Mandatory Reporting in Schools</a></li> <li>• <a href="#">Child Development: Ages and Stages</a></li> <li>• <a href="#">Classroom Management Strategies</a></li> <li>• <a href="#">Communications Between Latino and Majority Communities: Cultural Perspectives for Increased Success</a></li> <li>• <a href="#">Cross-Curricular Teaching</a></li> <li>• <a href="#">Cyberbullying: Hateful, Harmful and Insidious - Six Students Speak Out</a></li> <li>• <a href="#">Developing Self-Aware Students</a></li> <li>• <a href="#">Developing Self-Management Skills</a></li> <li>• <a href="#">Educator Ethics</a></li> <li>• <a href="#">Encountering American Education Pt. 1</a></li> <li>• <a href="#">Encountering American Education Pt. 2</a></li> <li>• <a href="#">Factors Affecting Success of Native American Students: History, Culture &amp; Globalization</a></li> <li>• <a href="#">Legal Requirements for Serving English Language Learners</a></li> <li>• <a href="#">PBIS: An Overview and Introduction to the Prevention of Bullying Behaviors</a></li> <li>• <a href="#">Providing Feedback to Students</a></li> <li>• <a href="#">Responsible Decision Making</a></li> <li>• <a href="#">Social Emotional Learning Essentials</a></li> <li>• <a href="#">Strategies for Communicating with Teens</a></li> <li>• <a href="#">Supporting Diverse Learners</a></li> <li>• <a href="#">Special Education Essentials for Every Educator</a></li> </ul>