

Missouri Department of Corrections - Staff Training Electives

Courses to be added regularly by Executive Staff.
Updated 12/01/2020

Course	Elective Category	Hours	Source	Availability
Courtroom Preparation and Testimony	Operations	8	In Service - In Seat - Training Academy	Taught in 2020
Exploring MDOC Use of Force Issues	Operations	6	In Service - In Seat - Training Academy	Taught in 2020
Motivational Interviewing- Skill Building	Operations	8	In Service - In Seat - Training Academy	Taught in 2020
Riots and Disturbances	Operations	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Simulated Unarmed Force Decisions	Operations	2	In Service - In Seat - Training Academy	Taught in 2020
Staff Liability Issues	Operations	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Suicide Intervention/Prevention	Operations	4	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Tactical Communication	Operations	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Tactical Communication for P&P Clerical	Operations	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Anatomy of a Setup & Staff Offender Relations	Safety & Security	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Anatomy Of Contraband	Safety & Security	8	In Service - In Seat - Training Academy	Taught in 2020
Armed Transportation	Safety & Security	22	In Service - In Seat - Training Academy	Taught in 2020
Crime Scene Preservation and Evidence Collection	Safety & Security	6	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Deception Detection	Safety & Security	8	In Service - In Seat - Training Academy	Taught in 2020
Defensive Tactics Break Away Techniques	Safety & Security	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.

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First Aid / CPR	Safety & Security	8	In Service - In Seat	Taught in 2020
First Responder and Communications Issues for Hostage Situations	Safety & Security	4	In Service - In Seat - Training Academy	Taught in 2020
Identification of Drugs and Drug Paraphernalia	Safety & Security	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Mental Health First Aid	Safety & Security	8	In Service - In Seat - Training Academy	Taught in 2020
Methamphetamine Lab Awareness and Safety	Safety & Security	6	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Offender Transportation	Safety & Security	6	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
P&P Clerical Safety Training	Safety & Security	6	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Response Team	Safety & Security	8	In Service - In Seat	As needed when available.
Security Threat Groups	Safety & Security	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Suspicious Activity Reporting/Active Shooter	Safety & Security	8	In Service - In Seat - Training Academy	Taught in 2020

Crisis Intervention Teams	Safety & Security or Operations	40	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS and Firearms Skill Enhancement	Safety & Security or Operations	8	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Basic AR-15	Safety & Security or Operations	3	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Basic Firearms Development	Safety & Security or Operations	8	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Basic for Semi Automatic Pistol	Safety & Security or Operations	3	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Basic for Shotgun	Safety & Security or Operations	2	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required

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FATS for CERT Members	Safety & Security or Operations	2	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Training for Armed Transportation Officers	Safety & Security or Operations	2	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
FATS Unarmed Force Decisions	Safety & Security or Operations	2	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required
Simulator Firearms Skill Enhancement	Safety & Security or Operations	8	In Service - In Seat - Training Academy	Job Class Specific or Special Approval Required

Corrections Fatigue to Fulfillment	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Facing Diversity	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Will be updated and rotated into a 3 year cycle.
Generations Connected	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Taught in 2020
Peer Action Care Team (PACT)	Workplace & Offender Cultural Transformation	18	In Service - In Seat - Training Academy	Taught in 2020
Professional Interaction and Principles of Conduct	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Taught in 2020
The Corrections Way - Supervisor	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Taught in 2020
The Corrections Way Frontline	Workplace & Offender Cultural Transformation	4	In Service - In Seat - Training Academy	Taught in 2020
Working with Offenders	Workplace & Offender Cultural Transformation	8	In Service - In Seat - Training Academy	Taught in 2020

Chemical Agents and Specialty Munitions	Training for Trainers	16	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
ECSI: Pet First Aid and Disaster Response	Training for Trainers	16	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Field Training Officer	Training for Trainers	24	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Foundation Skills for Trainers	Training for Trainers	40	In Service - In Seat - Training Academy	Available as needed - Special Approval Required

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Glock - AR15	Training for Trainers	24	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Motivational Interviewing	Training for Trainers	24	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
New Instructor for Defensive Tactics and Pepper Spray	Training for Trainers	24	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
New Instructors for ECSI	Training for Trainers	16	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
New Instructors for Shotgun	Training for Trainers	16	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Pepper Spray and Chemical Agents	Training for Trainers	4	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
PR24	Training for Trainers	8	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Response Team	Training for Trainers	16	In Service - In Seat - Training Academy	Available as needed - Special Approval Required
Trainer Skills Development	Training for Trainers	8	In Service - In Seat - Training Academy	Available as needed - Special Approval Required

ADA for Site Coordinators	Operations	1	Management - In Seat - Training Academy	Available as needed.
ADA- Mastering the Interactive Process	Operations	2	Management - In Seat - Training Academy	Available as needed.
Americans with Disabilities Act	Operations	1	Management - In Seat - Training Academy	Available as needed.
Interviewing and Staff Selection	Operations	8	Management - In Seat - Training Academy	Available as needed.
New Supervisor ADHRUC	Operations	8	Management - In Seat - Training Academy	Available as needed.

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911 Motivation	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Addressing Employee Stress	Workplace & Offender Cultural Transformation	4	Management - In Seat - Training Academy	Available as needed.
Basic Supervision	Workplace & Offender Cultural Transformation	16	Management - In Seat - Training Academy	Available as needed.
Coaching for Success	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Coaching the Corrections Way	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Courageous Leadership	Workplace & Offender Cultural Transformation	4	Management - In Seat - Training Academy	Available as needed.
Critical Conversations	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Engage Supervisor Training	Workplace & Offender Cultural Transformation	3	Management - In Seat - Training Academy	Available as needed.
Ethical Reasoning	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Facilitating Successful Meetings Online	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Generations Connected	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Managing Workplace Conflict	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Overcoming Negativity	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.
Plans Into Action	Workplace & Offender Cultural Transformation	5	Management - In Seat - Training Academy	Available as needed.
Sergeant's Supervisory Skill Building- Supervisory Issues	Workplace & Offender Cultural Transformation	32	Management - In Seat - Training Academy	Available as needed.
Utilizing Training as a Strategic Management Tool	Workplace & Offender Cultural Transformation	8	Management - In Seat - Training Academy	Available as needed.

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The Missouri Way	Workplace & Offender Cultural Transformation	24	Management - In Seat - State of Missouri	Available only to Administrator and Managing Supervisors, based on approval, space is limited.



ADA for Site Coordinators	Operations	1	DOCOTA Online	Always Available
ADA-Mastering the Interactive Process	Operations	2	DOCOTA Online	Always Available
Americans with Disabilities Act Training for Supervisors	Operations	1	DOCOTA Online	Always Available
Automated Road Book	Operations	2	DOCOTA Online	Always Available
P&P Staff Only- Case Summary Reports	Operations	1	DOCOTA Online	Always Available
CJIS	Operations	1	DOCOTA Online	Always Available
P&P Staff Only- Cognitive Behavioral Interventions	Operations	1	DOCOTA Online	Always Available
Crisis Intervention Teams	Operations	1	DOCOTA Online	Always Available
Earned Compliance Credit	Operations	2	DOCOTA Online	Always Available
ETA for Supervisors	Operations	1	DOCOTA Online	Always Available
FMLA for Supervisors	Operations	1	DOCOTA Online	Always Available
Food Safety	Operations	1	DOCOTA Online	Always Available
Globally Harmonized Systems	Operations	1	DOCOTA Online	Always Available
HIPAA & Confidentiality Law	Operations	1	DOCOTA Online	Always Available
iEvac Smoke Hood/Fire Hood	Operations	1	DOCOTA Online	Always Available
Investigative Reporting Intelligence System	Operations	1	DOCOTA Online	Always Available
Lockout/Tagout Refresher	Operations	1	DOCOTA Online	Always Available
MOCIS Basic Navigation	Operations	1	DOCOTA Online	Always Available
MOCIS Healthcare-Substance Abuse	Operations	2	DOCOTA Online	Always Available
MOCIS Intervention Fees	Operations	2	DOCOTA Online	Always Available
MOCIS Module A	Operations	1	DOCOTA Online	Always Available

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MOCIS Module B	Operations	1	DOCOTA Online	Always Available
MOCIS Offender Finance Services	Operations	2	DOCOTA Online	Always Available
MOCIS Processing a Visitor	Operations	1	DOCOTA Online	Always Available
P-Card Training	Operations	1	DOCOTA Online	Always Available
P&P Pre-Employment Background Investigation	Operations	2	DOCOTA Online	Always Available
Policies, Procedures, and Forms Training Module	Operations	1	DOCOTA Online	Always Available
P&P Staff Only- Sentence Assessment Reports	Operations	1	DOCOTA Online	Always Available
P&P Staff Only- Supervision Levels and Conditions	Operations	1	DOCOTA Online	Always Available
Organizational Skills	Process Improvement	1	DOCOTA Online	Always Available
Quality Case Planning	Process Improvement	2	DOCOTA Online	Always Available
BCC Staff Only: Fire and Safety Training	Safety & Security	1	DOCOTA Online	Always Available
Bloodborne Pathogens and Infectious Disease	Safety & Security	2	DOCOTA Online	Always Available
CERT Standardized Hand Signals for Close Range Engagement	Safety & Security	1	DOCOTA Online	Always Available
Chemical Agents, Specialty Impact Munitions and Diversionary Devices	Safety & Security	2	DOCOTA Online	Always Available
Forklift Safety	Safety & Security	1	DOCOTA Online	Always Available
Institutional Security Checks	Safety & Security	1	DOCOTA Online	Always Available
MDOC Radio Usage	Safety & Security	1	DOCOTA Online	Always Available
NOVA Stun Shield Refresher	Safety & Security	1	DOCOTA Online	Always Available
P&P Clerical Safety Use of Force	Safety & Security	2	DOCOTA Online	Always Available
PREA	Safety & Security	2	DOCOTA Online	Always Available

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SCCC Staff Only: Chemical Munitions & Tower Defense Refresher	Safety & Security	1	DOCOTA Online	Always Available
Staying Safe Around Fentanyl	Safety & Security	1	DOCOTA Online	Always Available
Synthetic Drugs	Safety & Security	1	DOCOTA Online	Always Available
WRDCC Staff Only: EZ Glide Evacuation Chair	Safety & Security	1	DOCOTA Online	Always Available

Advanced Motivational Interviewing	Workplace & Offender Cultural Transformation	2	DOCOTA Online	Always Available
Fetal Alcohol Spectrum Disorder	Workplace & Offender Cultural Transformation	1	DOCOTA Online	Always Available
P&P Mental Health	Workplace & Offender Cultural Transformation	2	DOCOTA Online	Always Available
Peer Action Care Team	Workplace & Offender Cultural Transformation	2	DOCOTA Online	Always Available
Religion and Corrections	Workplace & Offender Cultural Transformation	2	DOCOTA Online	Always Available
Staying Positive in the Workplace!	Workplace & Offender Cultural Transformation	1	DOCOTA Online	Always Available
Traumatic Brain Injury	Workplace & Offender Cultural Transformation	1	DOCOTA Online	Always Available
Understanding the DOC Strategic Plan	Workplace & Offender Cultural Transformation	1	DOCOTA Online	Always Available
Working with Deaf and Hard of Hearing Offenders	Workplace & Offender Cultural Transformation	1	DOCOTA Online	Always Available



Access 2016 Intermediate	Operations	8	OA Center for Management and Professional Development	Available as offered by OA
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Course	Elective Category	Hours	Source	Availability
TCW Workshop - 3x3	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - 4 I's of Communication	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - 4 Levels of Learning	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Basic Skill Transfer Process	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Comfort Zone	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - De-Escalation Process	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Effective One on One's	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Feedback	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.

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TCW Workshop - Johari's Window	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Mindset Workshop	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Planning and Preparing for Quality Conversations	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Social Styles	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.
TCW Workshop - Value Premise	Workplace & Offender Cultural Transformation	1	The Corrections Way Workshop - provided by one or many (Ambassadors, Adjuncts , Supervisory Specialists).	Available as needed / requested.



Learning Path: Become a High Performer	Process Improvement	8.5	MO Learning Online	Always Available
Learning Path: MODOC Investigator I and II	Process Improvement	23	MO Learning Online	Always Available
Learning Path: MODOC Investigator III	Process Improvement	17	MO Learning Online	Always Available
Learning Path: Manage Change and Develop Your Adaptability Skills	Process Improvement	6	MO Learning Online	Always Available

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Learning Path: MODOC Trainer Skills Development	Process Improvement	3	MO Learning Online	Always Available
Building High-Performance Teams	Process Improvement	2	MO Learning Online	Always Available
Change Management for Projects	Process Improvement	1	MO Learning Online	Always Available
5 Ways to Control Your Time	Process Improvement	1.5	MO Learning Online	Always Available
Internal Interviewing	Process Improvement	1	MO Learning Online	Always Available
Leading Productive Meetings	Process Improvement	1	MO Learning Online	Always Available
Lean Inventory Management	Process Improvement	1	MO Learning Online	Always Available
Lean Six Sigma Foundations	Process Improvement	1	MO Learning Online	Always Available
Learning Gantt Charts	Process Improvement	1	MO Learning Online	Always Available
Learning Zoom	Process Improvement	1	MO Learning Online	Always Available
Managing for Results	Process Improvement	1.5	MO Learning Online	Always Available
Managing Projects with Microsoft Teams	Process Improvement	1.5	MO Learning Online	Always Available
Measuring Team Performance	Process Improvement	1.5	MO Learning Online	Always Available
Operational Excellence Foundations	Process Improvement	1.5	MO Learning Online	Always Available
A3 Problem Solving for Continuous Improvement	Process Improvement	0.5	MO Learning Online	Always Available
Process Improvement Foundations	Process Improvement	1.5	MO Learning Online	Always Available
Project Management Foundations: Communications	Process Improvement	1	MO Learning Online	Always Available
Project Management - Solving Common Project Problems	Process Improvement	1	MO Learning Online	Always Available
Project Management Tips	Process Improvement	0.5	MO Learning Online	Always Available
Scrum - The Basics	Process Improvement	1	MO Learning Online	Always Available
Six Sigma Foundations	Process Improvement	2	MO Learning Online	Always Available
Stay Lean with Kanban	Process Improvement	1	MO Learning Online	Always Available
Time Management Tips: Communication	Process Improvement	1	MO Learning Online	Always Available
Tips for Better Business Writing	Process Improvement	0.5	MO Learning Online	Always Available
Writing a Business Case	Process Improvement	0.5	MO Learning Online	Always Available
Writing in Plain Language	Process Improvement	1	MO Learning Online	Always Available

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Workplace Productivity	Process Improvement	1.5	MO Learning Online	Always Available
Learning Path: MODOC Academic/Special Ed/ Vocational Teachers/Licensed Professional Counselor	Operations	9	MO Learning Online	Always Available
Learning Path: MODOC Addiction Counseling	Operations	22	MO Learning Online	Always Available
Learning Path: Become an Accounts Payable Officer	Operations	20	MO Learning Online	Always Available
Learning Path: Become an Administrative Professional	Operations	16	MO Learning Online	Always Available
Learning Path: Become a Manager	Operations	6	MO Learning Online	Always Available
Learning Path: MODOC Librarian	Operations	13	MO Learning Online	Always Available
Learning Path: MODOC Curriculum Development	Operations	5	MO Learning Online	Always Available
Learning Path: MODOC Custody: Grow Your Career COI	Operations	6	MO Learning Online	Always Available
Learning Path: MODOC Custody: Grow Your Career COII	Operations	3	MO Learning Online	Always Available
Learning Path: MODOC Custody: Grow Your Career Lieutenant	Operations	4	MO Learning Online	Always Available
Learning Path: MODOC Custody: Grow Your Career Captain	Operations	4	MO Learning Online	Always Available
Learning Path: MODOC Custody: Grow Your Career Major	Operations	4	MO Learning Online	Always Available
Learning Path: MODOC Education	Operations	18	MO Learning Online	Always Available
Learning Path: MODOC eLearning Development Training	Operations	12	MO Learning Online	Always Available
Learning Path: MODOC Electrical Workers	Operations	3	MO Learning Online	Always Available
Learning Path: MODOC Executive I and II	Operations	22	MO Learning Online	Always Available
Learning Path: MODOC Factory Service Manager	Operations	43	MO Learning Online	Always Available

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Learning Path: MODOC General Maintenance Learning Path	Operations	24	MO Learning Online	Always Available
Learning Path: Getting Started with Microsoft Excel	Operations	7	MO Learning Online	Always Available
Learning Path: MODOC Human Relations	Operations	27	MO Learning Online	Always Available
Learning Path: Improve Your Coaching Skills as a Manager	Operations	5	MO Learning Online	Always Available
Learning Path: Improve Your Organizational Skills	Operations	7.5	MO Learning Online	Always Available
Learning Path: Develop Your Presentation Skills	Operations	5	MO Learning Online	Always Available
Learning Path: MODOC Medical Technologist and Laboratory Manager	Operations	9	MO Learning Online	Always Available
Learning Path: MODOC Pastoral Counselor	Operations	16	MO Learning Online	Always Available
Learning Path: MODOC Payroll Analyst	Operations	3	MO Learning Online	Always Available
Learning Path: MODOC Remote Learning for Employees	Operations	5	MO Learning Online	Always Available
Learning Path: MODOC Remote Learning for Supervisors	Operations	3	MO Learning Online	Always Available
Learning Path: Remote Work: Setting Yourself and Your Teams Up for Success	Operations	14	MO Learning Online	Always Available
Learning Path: State of Missouri New Supervisor Training	Operations	10	MO Learning Online	Always Available
Administrative Professional Tips	Operations	3	MO Learning Online	Always Available
Be More Productive: Take Small Steps, Have Big Goals	Operations	0.5	MO Learning Online	Always Available
Building Resilience	Operations	0.5	MO Learning Online	Always Available

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Cert Prep: Access Expert-Microsoft Office Specialist for Office 2019 and Office 365	Operations	3	MO Learning Online	Always Available
Cert Prep: Excel 2016 Microsoft Office Expert	Operations	3.5	MO Learning Online	Always Available
Change Management Foundations	Operations	2	MO Learning Online	Always Available
Computer Literacy for Windows 10	Operations	2	MO Learning Online	Always Available
Construction Industry: Techniques and Technology	Operations	4	MO Learning Online	Always Available
Creating Personal Connections	Operations	0.5	MO Learning Online	Always Available
Cybersecurity Awareness: The Internet of Things	Operations	0.5	MO Learning Online	Always Available
Developing Your Team Members	Operations	1	MO Learning Online	Always Available
Enhancing Team Innovation	Operations	1	MO Learning Online	Always Available
Excel 2016 - Setting Up a Database	Operations	1	MO Learning Online	Always Available
Excel Essential Training (Office365)	Operations	2	MO Learning Online	Always Available
Executive Decision making	Operations	1	MO Learning Online	Always Available
Executive Presence on Video Conference Calls	Operations	0.5	MO Learning Online	Always Available
Expert tips for Answering Common Interview Questions	Operations	1	MO Learning Online	Always Available
Financial Accounting Foundations	Operations	2	MO Learning Online	Always Available
Finding and Retaining High Potentials	Operations	1	MO Learning Online	Always Available
High Stakes Communication	Operations	1	MO Learning Online	Always Available
Hiring, Managing, and Separating From Employees	Operations	1.5	MO Learning Online	Always Available
Holding Your Team Accountable	Operations	1	MO Learning Online	Always Available
Icebreakers for Teams, Meetings, and Groups	Operations	0.5	MO Learning Online	Always Available
Instructional Design: Adult Learners	Operations	1	MO Learning Online	Always Available
In The Shop: Manufacturing	Operations	1	MO Learning Online	Always Available

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Leadership: Practical Skills	Operations	3	MO Learning Online	Always Available
Leading From the Middle	Operations	1	MO Learning Online	Always Available
Learning AutoCAD	Operations	2	MO Learning Online	Always Available
Learning Computer Security and Internet Safety	Operations	1	MO Learning Online	Always Available
Learning Everyday Math	Operations	2	MO Learning Online	Always Available
Leading in Government	Operations	1	MO Learning Online	Always Available
Learning Outlook 2019	Operations	0.5	MO Learning Online	Always Available
Learning PowerPoint 2019	Operations	1	MO Learning Online	Always Available
Learning Webex	Operations	1	MO Learning Online	Always Available
Learning Word 2019	Operations	0.5	MO Learning Online	Always Available
Make the Move from Individual Contributor to Manager	Operations	0.5	MO Learning Online	Always Available
Managing a Cross-Functional Team	Operations	1	MO Learning Online	Always Available
Managing Self-Doubt to Tackle Bigger Challenges	Operations	0.5	MO Learning Online	Always Available
Managing Your Manager	Operations	1.5	MO Learning Online	Always Available
Managing Virtual Teams	Operations	1	MO Learning Online	Always Available
Microsoft Project 2019 and Project Online Desktop Essential Training	Operations	5	MO Learning Online	Always Available
Negotiating Your Leadership Success	Operations	1.5	MO Learning Online	Always Available
New Manager Foundations	Operations	1	MO Learning Online	Always Available
On the Job Site: Construction	Operations	1	MO Learning Online	Always Available
Organization Design	Operations	1	MO Learning Online	Always Available
Performance Based Hiring	Operations	0.5	MO Learning Online	Always Available
Remote Work Foundations	Operations	1	MO Learning Online	Always Available
Setting up a New PC	Operations	1	MO Learning Online	Always Available
Successful Goal Setting	Operations	0.5	MO Learning Online	Always Available
The Future of Performance Management	Operations	1	MO Learning Online	Always Available
Time Management Fundamentals	Operations	3	MO Learning Online	Always Available
Time Management: Working from Home	Operations	1	MO Learning Online	Always Available

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Windows 10: May 2019 Update Essential Training	Operations	3.5	MO Learning Online	Always Available
Windows 10: November 2019 Update Essential Training	Operations	3.5	MO Learning Online	Always Available
Windows 10: Organizing Files and Folders	Operations	2	MO Learning Online	Always Available
Word 2016: Formatting and Styles in Depth	Operations	1.5	MO Learning Online	Always Available
Working on a Cross-Functional Team	Operations	1	MO Learning Online	Always Available
Accounting Foundations: Bookkeeping	Operations	1.5	MO Learning Online / DOC Learning Path for Accounting Clerk	Always Available
Business Math	Operations	2	MO Learning Online / DOC Learning Path for Accounting Clerk	Always Available
Editing and Proofreading Made Simple	Operations	0.5	MO Learning Online / DOC Learning Path for Accounting Clerk	Always Available
Excel: Tracking Data Easily and Effectively	Operations	1	MO Learning Online / DOC Learning Path for Accounting Clerk	Always Available
Accounting Foundations: Budgeting	Operations	1.5	MO Learning Online / DOC Learning Path for Accounting Generalist I	Always Available
Activity-Based Costing	Operations	1	MO Learning Online / DOC Learning Path for Accounting Generalist I	Always Available
Critical Thinking	Operations	1	MO Learning Online / DOC Learning Path for Accounting Generalist I	Always Available
Excel 2016: Advanced Formatting Techniques	Operations	3.5	MO Learning Online / DOC Learning Path for Accounting Generalist I	Always Available
Audit and Due Diligence Foundations	Operations	1.5	MO Learning Online / DOC Learning Path for Accounting Generalist II	Always Available
Excel 2016: Advanced Formulas and Functions	Operations	6	MO Learning Online / DOC Learning Path for Accounting Generalist II	Always Available

Missouri Department of Corrections - Staff Training Electives

Courses to be added regularly by Executive Staff.
Updated 12/01/2020

Course	Elective Category	Hours	Source	Availability
Financial Forecasting with Big Data	Operations	1	MO Learning Online / DOC Learning Path for Accounting Generalist II	Always Available
Strategic Agility	Operations	1	MO Learning Online / DOC Learning Path for Accounting Generalist II	Always Available
Accounting Foundations: Managerial Accounting	Operations	2.5	MO Learning Online / DOC Learning Path for Accounting Technician	Always Available
Communicating with Empathy	Operations	1	MO Learning Online / DOC Learning Path for Accounting Technician	Always Available
Data Fluency: Exploring and describing Data	Operations	4	MO Learning Online / DOC Learning Path for Accounting Technician	Always Available
Excel: Management Accounting	Operations	1.5	MO Learning Online / DOC Learning Path for Accounting Technician	Always Available
Projecting Intelligence	Operations	0.5	MO Learning Online / DOC Learning Path for Corrections Case Manager I	Always Available
Public Relations Foundations	Operations	1.5	MO Learning Online / DOC Learning Path for Corrections Case Manager III	Always Available
Communication Foundations	Operations	1	MO Learning Online / DOC Learning Path for Corrections Classification Assistant	Always Available
Balancing Multiple Roles as a Leader	Operations	0.5	MO Learning Online / DOC Learning Path for Functional Unit Manager	Always Available
Finance for Non-Financial Managers	Operations	1.5	MO Learning Online / DOC Learning Path for Functional Unit Manager	Always Available
How to Present and Stay on Point	Operations	0.5	MO Learning Online / DOC Learning Path for Functional Unit Manager	Always Available
Human Resources: Compensation and Benefits	Operations	1	MO Learning Online / DOC Learning Path for Payroll Analyst	Always Available

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Human Resources: Payroll	Operations	0.5	MO Learning Online / DOC Learning Path for Payroll Analyst	Always Available
Construction Management: Safety and Health	Safety & Security	1.5	MO Learning Online	Always Available
Learning Path: Become an Inclusive Leader	Workplace & Offender Cultural Transformation	6.5	MO Learning Online	Always Available
Learning Path: Become a Customer Service Specialist	Workplace & Offender Cultural Transformation	5	MO Learning Online	Always Available
Learning Path: Diversity, Inclusion, and Belonging for All	Workplace & Offender Cultural Transformation	6	MO Learning Online	Always Available
Learning Path: Building Trust and Collaborating with others	Workplace & Offender Cultural Transformation	8	MO Learning Online	Always Available
Learning Path: Improve Your Teamwork Skills	Workplace & Offender Cultural Transformation	7	MO Learning Online	Always Available
Learning Path: Leading During Times of Change	Workplace & Offender Cultural Transformation	12	MO Learning Online	Always Available
Becoming a Thought Leader	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Becoming Indistractable	Workplace & Offender Cultural Transformation	0.5	MO Learning Online	Always Available
Building Resilience as a Leader	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Building Trust	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Business Ethics for Managers and Leaders	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Coaching Employees through Difficult Situations	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Communicating Change in an Enterprise Wide Transformation	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available

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Communicating with Confidence	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Communicating with Diplomacy and Tact	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Communication within Teams	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Connecting with your Millennial Manager	Workplace & Offender Cultural Transformation	0.5	MO Learning Online	Always Available
Creating a Culture of Change	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Creating a Positive and Healthy Work Environment	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Creating a Positive Customer Experience	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Creativity: Generate Ideas In Greater Quantity and Quality	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Delivering Employee Feedback	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Developing Assertive Leadership	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Developing Your Leadership Philosophy	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Effective Listening	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Enhancing Resilience	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Giving and Receiving Feedback	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Having Difficult Conversations	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
How I Got Here	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
How to Engage Meaningfully in Allyship and Anti-Racism	Workplace & Offender Cultural Transformation	2	MO Learning Online	Always Available

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Course	Elective Category	Hours	Source	Availability
Improving Employee Performance	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Leading Inclusive Teams	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Leading with Innovation	Workplace & Offender Cultural Transformation	1.5	MO Learning Online	Always Available
Lessons in Enlightened Leadership	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Managing a Diverse Team	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Managing Anxiety in the Workplace	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Managing Depression in the Workplace	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Managing Team Conflict	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Negotiation Skills	Workplace & Offender Cultural Transformation	2	MO Learning Online	Always Available
Organizational Culture	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Preventing Harassment in the Workplace	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Quality Management Foundations	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Social Interactions for Multinational Teams	Workplace & Offender Cultural Transformation	0.5	MO Learning Online	Always Available
Succession Planning	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Talent Sourcing	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Technical Recruiting	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
The Missouri Way: Leadership and Communication with Dennis Hummel	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available

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Course	Elective Category	Hours	Source	Availability
Training Tips	Workplace & Offender Cultural Transformation	4	MO Learning Online	Always Available
Working with High Conflict People as a Manager	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Working with Upset Customers	Workplace & Offender Cultural Transformation	1	MO Learning Online	Always Available
Confronting Bias: Thriving Across our Differences	Workplace & Offender Cultural Transformation	0.5	MO Learning Online / DOC Learning Path for Corrections Case Manager I	Always Available
Persuading Others	Workplace & Offender Cultural Transformation	0.5	MO Learning Online / DOC Learning Path for Corrections Case Manager I	Always Available
Communicating About Culturally Sensitive Issues	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Case Manager II	Always Available
Conflict Resolution Foundations	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Case Manager II	Always Available
Leading with Emotional Intelligence	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Case Manager II	Always Available
Managing Stress for Positive Change	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Case Manager II	Always Available
Persuasive Coaching	Workplace & Offender Cultural Transformation	0.5	MO Learning Online / DOC Learning Path for Corrections Case Manager II	Always Available
Collaborative Leadership	Workplace & Offender Cultural Transformation	0.5	MO Learning Online / DOC Learning Path for Corrections Case Manager III	Always Available
De-Escalating Intense Situations	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Case Manager III	Always Available

Missouri Department of Corrections - Staff Training Electives

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Developing Cross Cultural Intelligence	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Corrections Classification Assistant	Always Available
Working with Difficult People	Workplace & Offender Cultural Transformation	1.5	MO Learning Online / DOC Learning Path for Corrections Classification Assistant	Always Available

Building Accountability into Your Culture	Workplace & Offender Cultural Transformation	0.5	MO Learning Online / DOC Learning Path for Functional Unit Manager	Always Available
Leading through Relationships	Workplace & Offender Cultural Transformation	1	MO Learning Online / DOC Learning Path for Functional Unit Manager	Always Available



Basic Presentation Skills: Creating a Presentation	Process Improvement	1	NIC Online Training	Always Available
Basic Presentation Skills: Delivering a Presentation	Process Improvement	1	NIC Online Training	Always Available
Business Grammar: Common Usage Errors	Process Improvement	1	NIC Online Training	Always Available
Business Grammar: How to Write Clearly and Concisely	Process Improvement	1	NIC Online Training	Always Available
Business Grammar: Parts of Speech	Process Improvement	1	NIC Online Training	Always Available
Business Grammar: Punctuation	Process Improvement	1	NIC Online Training	Always Available
Business Grammar: Sentence Construction	Process Improvement	1	NIC Online Training	Always Available

Addressing and Redistributing Email	Operations	1	NIC Online Training	Always Available
Food Allergen Safety	Operations	1	NIC Online Training	Always Available

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Collaboration: A Survival Strategy for Turbulent Times	Workplace & Offender Cultural Transformation	2	NIC Online Training	Always Available
Communicating Effectively and Professionally with LGBTI Offenders	Workplace & Offender Cultural Transformation	1	NIC Online Training	Always Available
Communication Across Cultures	Workplace & Offender Cultural Transformation	1	NIC Online Training	Always Available
Culture and It's Effect on Communication	Workplace & Offender Cultural Transformation	1	NIC Online Training	Always Available
Integrating Generational Differences in Managing Today's Correctional Workforce	Workplace & Offender Cultural Transformation	2.5	NIC Online Training	Always Available
Interpersonal Communication Skills with Correctional Offenders- Course 1	Workplace & Offender Cultural Transformation	2	NIC Online Training	Always Available
Interpersonal Communication Skills with Correctional Offenders- Course 2	Workplace & Offender Cultural Transformation	2	NIC Online Training	Always Available
Interpersonal Communication Skills with Correctional Offenders- Course 3	Workplace & Offender Cultural Transformation	2	NIC Online Training	Always Available
Working with Difficult People: How to Work with Manipulative People	Workplace & Offender Cultural Transformation	1	NIC Online Training	Always Available
Anger Management Essentials- Managing and Controlling Anger	Safety & Security	1	NIC Online Training	Always Available
Anger Management Essentials- Understanding Anger	Safety & Security	1	NIC Online Training	Always Available
Inmate Suicide Prevention	Safety & Security	1	NIC Online Training	Always Available
Working with Difficult People: How to Work with Aggressive People	Safety & Security	1	NIC Online Training	Always Available

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