

Free Training Available for State of Georgia Employees

The Department of Administrative Services (DOAS), Human Resources Administration (HRA), in collaboration with Enterprise Learning, has compiled a list of free online trainings to help keep State employees and others connected and productive while working remotely. The trainings cover a cross-section of topics and are accessible by clicking the links below. These resources are offered primarily to employees working remotely, as they help to slow the spread of the novel coronavirus (COVID-19) in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and Governor Brian P. Kemp. The list will be updated as more free trainings are identified.



Free Training Available to State of Georgia Employees				
Organization Name	Type of Training	Description of Training	URL	Cost
Microsoft				
Microsoft	Microsoft Products	Office 365 Applications	https://support.office.com/office-training-center?redirectSourcePath=%252farticle%252fb8f02f81-ec85-4493-a39b-4c48e6bc4bfb	\$0.00
YouTube	Microsoft	Training on Microsoft Applications: Excel	https://www.youtube.com/results?search_query=excel+tutorial	\$0.00
YouTube	Microsoft	Training on Microsoft Applications: Word	https://www.youtube.com/results?search_query=word+tutorial	\$0.00
YouTube	Microsoft	Training on Microsoft Applications: PowerPoint	https://www.youtube.com/results?search_query=powerpoint+tutorial	\$0.00
YouTube	Microsoft	Training on Microsoft Applications: Outlook	https://www.youtube.com/results?search_query=outlook+tutorial	\$0.00
GotoMeeting				
GotoMeeting	LogMeIn	Training on the use of tools, procedures and etiquette for how to work from home	https://www.gotomeeting.com/work-remote/resources?cid=g2m_noam_mko_eml_expiredprospects_COVID19_resources&mkt_tok=eyJpIjoiTW1VMVlqTmlaRGhrWW1abSIsInQiOiI0SHY4em12RkVLYVhMM2JldkIUfWwvSTlXd1wvRHBvTzBCbTZlYWFNY1RlPcVwvVGE0amRXVTYxNDdpXC9Yc0hEb25OemFzamZLeXdNbHhBNVncLzFNUkdhOHE2ZXZnUkNyMUVyQ0NoWGt6WDBPc25WVFJJk3UyS1hVOWZmMXlOODA0YTM4In0%3D	\$0.00
Carl Vinson Institute				
Carl Vinson Institute	Data Visualization Tools	GeorgiaDATA provides the public with quick and easy access to Georgia county and state data.	https://georgiadata.org/	\$0.00
Carl Vinson Institute	“What is a consolidated government?”	What You Need to Know about City-County Consolidation	https://www.youtube.com/watch?v=Jvi-or3mBOA&feature=youtu.be	\$0.00

Carl Vinson Institute	Georgia's Hotel-Motel Excise Tax	Provides a broad understanding of the fundamentals of local government hotel motel tax.	https://kaltura.uga.edu/media/t/1_4wx1o1e3	\$0.00
Carl Vinson Institute	State of Georgia Chart of Accounts	Defines the purpose of a chart of accounts; recalls the state chart of accounts chartfields and their purposes.	https://kaltura.uga.edu/media/t/1_h32jd8z7	\$0.00
Carl Vinson Institute	Understanding Georgia Service Delivery Strategy Agreements	Recognize the significance of SDS agreements, understand the history of SDS agreements and how they are made and identify the requirements of SDS agreements.	https://kaltura.uga.edu/media/t/1_18yxvx6w	\$0.00
Carl Vinson Institute	Georgia Department of Administrative Services: How They Assist Local Governments	Representatives of the department discussed purchasing cards, surplus property, training and procurement resources	https://www.youtube.com/watch?v=isz0tZb2AUw	\$0.00
Carl Vinson Institute	TAVT: Title Ad Valorem Tax 101	Provides information including who is eligible to receive the tax, what is taxable under the law and how the tax is calculated. Details the distribution of the TAVT, its impact and how to calculate administrative fees	https://www.youtube.com/watch?v=UXjM9MosCw	\$0.00

Carl Vinson Institute	Illegal Immigration Reform and Enforcement Act - Reporting Requirements	Provides detailed information on the reporting requirements under Georgia immigration laws, including comprehensive instructions for reporting to the Georgia Department of Audits and Accounts	https://www.youtube.com/watch?v=bTb_v_VziEE	\$0.00
Carl Vinson Institute	Understanding TeamWorks Commitment Control	Section 1 - Commitment Control Overview and Chartfields	https://kaltura.uga.edu/media/t/1_ncwxclyh	\$0.00
Carl Vinson Institute	Understanding TeamWorks Commitment Control	Section 2 - Trees	https://kaltura.uga.edu/media/t/1_0sjmxcsd	\$0.00
Carl Vinson Institute	Understanding TeamWorks Commitment Control	Section 3 - Ledger Groups and Ledgers	https://kaltura.uga.edu/media/t/1_fp2vsfg2	\$0.00
Carl Vinson Institute	Understanding TeamWorks Commitment Control	Section 4 - Translating Data Entry Values to Budget Ledgers	https://kaltura.uga.edu/media/t/1_zdrewksn	\$0.00
Carl Vinson Institute	Microsoft Excel Tutorials	How to Create Pivot Tables	https://kaltura.uga.edu/media/t/1_k70dhxoe	\$0.00
Carl Vinson Institute	Microsoft Excel Tutorials	How to Concatenate within Excel	https://cviog.uga.edu/training-and-education/financial-training/state-financial-video-tutorials.html	\$0.00
Carl Vinson Institute	Microsoft Excel Tutorials	Using the Left Function within Excel	https://cviog.uga.edu/training-and-education/financial-training/state-financial-video-tutorials.html	\$0.00

Carl Vinson Institute	Microsoft Excel Tutorials	How to VLookup within Excel	https://cviog.uga.edu/training-and-education/financial-training/state-financial-video-tutorials.html	\$0.00
Carl Vinson Institute	Setting The Millage Rate	Explains how the millage rate is calculated	https://kaltura.uga.edu/media/t/1_ug1cx2h4	\$0.00
Carl Vinson Institute	Basic Records Management Tutorials	Introduction to Records Management	https://kaltura.uga.edu/media/t/1_wgkbc5pb	\$0.00
Carl Vinson Institute	Basic Records Management Tutorials	Records Management Implementation	https://kaltura.uga.edu/media/t/1_jh9x75ev	\$0.00
Carl Vinson Institute	Basic Records Management Tutorials	Setting up a Records Center	https://kaltura.uga.edu/media/t/1_865hcwm3	\$0.00
Carl Vinson Institute	Publications and Reports	Links to various publications, reports and other free online resources	https://cviog.uga.edu/publications/public-resources.html	\$0.00
Fraud				
YouTube (KnowledgeCity)	Types of Fraud	Reviews the different ways to classify fraud.	https://www.youtube.com/watch?v=-otHohty-Lk	\$0.00
YouTube (KnowledgeCity)	Fraud Schemes: Types of Embezzlement	Reviews the six main types of embezzlement	https://www.youtube.com/watch?v=fn4MK5kNnTA	\$0.00
YouTube (KnowledgeCity)	Fraud Schemes: Internet Fraud	highlight several common internet fraud schemes	https://www.youtube.com/watch?v=yRtufHDM8bM	\$0.00
YouTube (KnowledgeCity)	Signature Verification and Forgery: Types of Check Fraud		https://www.youtube.com/watch?v=nnFV0K3Y7x4	\$0.00
YouTube	10 Most Common Types of Fraud	see title	https://www.youtube.com/watch?v=mhQNBA5t5DS4	\$0.00

YouTube	TDOT Training Video on Preventing Fraud, Waste & Abuse	Created by the Tennessee Department of Transportation for public viewing	https://www.youtube.com/watch?v=h6jKeEWCzc	\$0.00
YouTube	Fraud prevention, detection and deterrence	Frazier & Deeter Forensic Accounting Partner David Sawyer discusses fraud prevention, detection and deterrence.	https://www.youtube.com/watch?v=r7DWQZZkzxA	\$0.00
YouTube	What is Fraud?	Overview on the types of fraud by Accru Felsers Sydney	https://www.youtube.com/watch?v=RH2t8dC11b0	\$0.00
YouTube	The Fraud Triangle	Overview of the fraud triangle by Valrie Chambers	https://www.youtube.com/watch?v=yfe5mGaPr2k	\$0.00
YouTube	What is employee fraud? (ICPC)	Investigation Counsel PC handles numerous employee fraud claims. But what does it actually mean? This animation explains these scams and what employers should know.	https://www.youtube.com/watch?v=bq6x--G97Us	\$0.00
YouTube	Employee Fraud Awareness Training	Kelly Todd, shareholder with Forensic Strategic Solutions, Inc., gives fraud prevention tips aligning with the ACFE 2014 Report to the Nations research describing employee fraud awareness training is an extremely effective way to reinforce fraud policies, encourage anonymous tips from whistleblowers and establish compliance.	https://www.youtube.com/watch?v=qjMihIS9f4E	\$0.00

YouTube	Employee Fraud: Signs to Look Out For	In this video, Gross Mendelsohn audit manager Rich Shank, CPA, covers three tell-tale signs of employee fraud that employers should be aware of.	https://www.youtube.com/watch?v=AU9Z7cvmE3I	\$0.00
YouTube	Top Tips For Investigating Employee Fraud	Business adviser and employment lawyer Jim Lister gives his top tips for businesses investigating employee fraud.	https://www.youtube.com/watch?v=9DK4OuGCero	\$0.00
YouTube (Executive Finance)	1 Fraud in the Workplace	In this course, we tackle occupational fraud looking at recent statistics, best practices, and raising awareness of how employees are stealing from their employers.	https://www.youtube.com/watch?v=MdPWvOZklq0	\$0.00
YouTube (Executive Finance)	23 Fraud Schemes	This is an interesting lesson about the different types of fraud schemes. An awareness helps the auditor identify fraud during their procedures.	https://www.youtube.com/watch?v=5PdjvnuXkn8	\$0.00

YouTube (Executive Finance)	24 Fraud Triangle	In this lesson we learn about why and how fraud arises in an organization.	https://www.youtube.com/watch?v=ah8xi-yBwCg	\$0.00
YouTube (Executive Finance)	25 Fraud Prevention and Detection	In this lesson we learn how to prevent and detect fraud.	https://www.youtube.com/watch?v=ALoT8_18dwQ	\$0.00
YouTube (Executive Finance)	26 Auditing For Fraud	In this lesson we learn how the external audit incorporates fraud detection techniques into the audit.	https://www.youtube.com/watch?v=RYcq87Ay0VQ	\$0.00
YouTube (TED-Ed)	How people rationalize fraud - Kelly Richmond Pope	Kelly Richmond Pope explains how the fraud triangle, (developed by criminologist Donald Cressey) can help us understand how seemingly good people can make unethical decisions in their daily lives	https://www.youtube.com/watch?v=Tb6QX9Yy1GM	\$0.00
Safety				
OSHA Training Menu	Instructional Designs, Inc.	Safety Courses	https://www.free-training.com/	
YouTube	Office Safety 101	How do you cultivate good safety habits in the office and make your workplace a safe place? As part of the Workplace Safety and Health Act to ensure every worker returns home safe and sound, U Safe highlights some of the most common office hazards and measures to avoid it.	https://www.youtube.com/watch?v=mCrZ5E6lv9Q	\$0.00

YouTube	Office Hazards	Hazards around the office	https://www.youtube.com/watch?v=OcFa2sM1rUo	\$0.00
YouTube	OSHA Safety Training 2017	This training will go over the Occupational Safety and Health Act of 1970, Occupational Safety and Health Administration (OSHA), the elements of a claim, OSHA standards, prevention of injuries, workplace safety programs, and how to enforce the OSH Act.	https://www.youtube.com/watch?v=INnOzLl1gsE	\$0.00
YouTube	OSHA in 2019: What Employers Need to Know	The presentation will cover the latest on OSHA inspections, investigations and citations; and how the Trump Administration has impacted OSHA regarding drug testing, incentive programs, and electronic recordkeeping.	https://www.youtube.com/watch?v=LZ6jtWa129U	\$0.00
YouTube	Employee Safety and Health Human Resource Management	1. Occupational Health and Safety 2. Manager Inspection Guide 3. Factors of Causing Accidents 4. Ways to Prevent Accidents	https://www.youtube.com/watch?v=ZzOeAASC9Ug	\$0.00
YouTube	HR Management: Health & Safety	This episode focuses on health and safety in the work environment with a special emphasis on OSHA and the rules and regulations they enforced. Indiana University Southeast Instructor: Alysa Lambert	https://www.youtube.com/watch?v=V_V8SPEPmR0	\$0.00

YouTube (Gregg Learning)	The HR Model: Safety and Health	Human Resource Management is about the formal systems designed to manage people in an organization. It is made up of eight functional areas of human resource work.	https://www.youtube.com/watch?v=MZI_Ni0LM88	\$0.00
YouTube (Gregg Learning)	HR Basics: Employee Safety and Health	In today's HR Basics, we explore employee safety and health, defining compliance and unpacking the four elements of all good employee safety	https://www.youtube.com/watch?v=HqzdWs3mprA	\$0.00
YouTube (Gregg Learning)	HR Basics: Employee Safety and Security	In today's HR Basics, we explore employee safety and security, how we keep employees from harm in the workplace.	https://www.youtube.com/watch?v=cIA8hXqfZrk&list=PLdinyWzDfipPVYqpTc8EhWNDvEx14Nc1E&index=33&t=0s	\$0.00
Procurement				
State Purchasing Division (SPD)	State Purchasing Division (SPD)	Procurement courses available online at https://doas.exceedlms.com Previously completed online courses can be repeated for additional credit if it has been at least 2 years since the course was completed.	http://doas.ga.gov/assets/State%20Purchasing/Purchasing%20Training%20for%20State%20Entities/Training%20Reference%20Guide%20Final%20080219.pdf	\$0.00

YouTube	HR and Procurement Working Together		https://www.youtube.com/watch?v=RIWqXc4miQE	\$0.00
YouTube	How procurement can become more efficient	A 3 minute explainer video for large organizations showing how spend management software with catalog management can help the procurement professional solve this problem.	https://www.youtube.com/watch?v=6N44C_TaXj4	\$0.00
YouTube	Introduction to Procurement		https://www.youtube.com/watch?v=fixeYtdJSAM	\$0.00
YouTube	Introduction to Procurement	alternate version	https://www.youtube.com/watch?v=zVKgpjZ_-4o&feature=youtu.be	\$0.00
YouTube (OPENNH)	Procurement Lesson 1	This is a video training on Procurement for Lesson 1 of the Procurement Tutorial developed by NH e-Learning for Educators for the NH Department of Education Bureau of Nutrition Programs and Services.	https://www.youtube.com/watch?v=vT9Sx3tJ8II	\$0.00
YouTube	Introduction to Procurement		https://www.youtube.com/watch?v=fixeYtdJSAM	\$0.00
YouTube (OPENNH)	Procurement Lesson 2 - Geographic Preference		https://www.youtube.com/watch?v=58aMQDsyBXE	\$0.00
YouTube	Understand Procurement and E-Procurement		https://www.youtube.com/watch?v=rGCP2E6j6dQ	\$0.00

YouTube	Procurement training	This short video is basically aiming at informing the staff in the organization on the procurement procedures to allow them understand the time needed to do any purchase. So as to better understand the planning importance and timely requesting the goods or services needed.	https://www.youtube.com/watch?v=FFvWI_bXvq4	\$0.00
YouTube	Purchasing and Procurement	Here we are trying to distinguish between Procurement and purchasing , terms often used interchangeably.	https://www.youtube.com/watch?v=ntHnQrQBG2Y	\$0.00
YouTube	Understanding a Procurement Framework	This video introduces you to a procurement framework. The idea is to give the viewer and overview of structures, terminology and roles that people play in end to end procurement.	https://www.youtube.com/watch?v=1qqjyvu_u8E	\$0.00