District Agricultural Association Training Requirements

Managers/Supervisors & Permanent Employees Training

Title	Permanent Employees	Managers & Supervisors	Duration	Frequency	Status
Protecting Privacy In State Government	X	X	20 minutes	Every Year	Available on the Online University
Bullying and Violence in the Workplace	X	X	30 minutes	Every 2 Years	Available on the Online University
Employee Sexual Harassment Prevention	X		2 hours	Every 4 Years	Available on the Online University
Civil Rights Training	X	X	1 hour	Every 4 Years	Available on the Online University
Defensive Driver Training	Those who drive on state business		2 hours	Every 4 Years	Available on the Online University
Ethics Orientation for State Officials	Those who are required to file the Form 700		2 hours	Every 2 Years	Available on the Online University
Heat Illness Prevention	X (Those who are exposed to hot enviornments)	X (Supervisor(s) of those who are exposed to hot enviornments)	1 hour	Every Year	Available on the Online University
Supervisor and Manager Sexual Harassment Prevention		X	2 hours	Every 2 Years	Available on the Online University

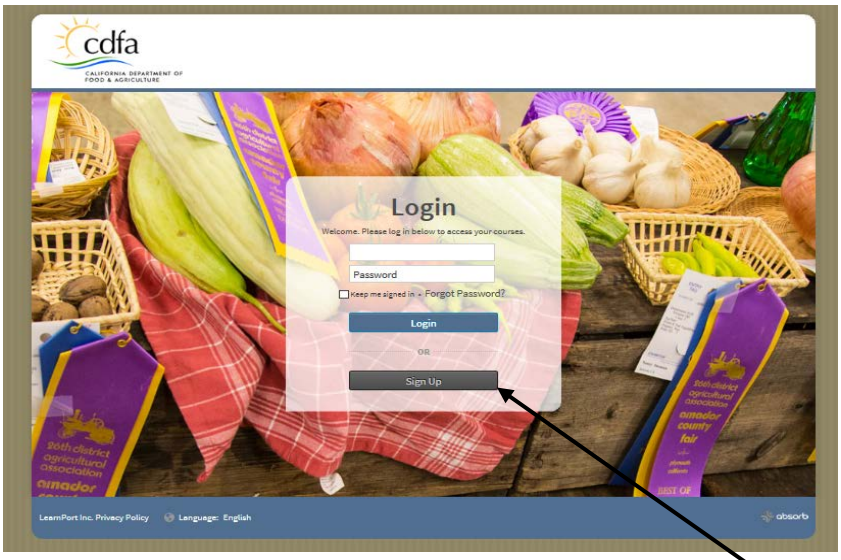
Board of Directors Training

Title	Mandatory	*Recommended*	Duration	Frequency	Status
Ethics Orientation for State Officials	**X**		2 hours	Every 2 Years	Available on the Online University
Manager & Supervisor Sexual Harassment Prevention		X	2 hours	Every 2 Years	Available on the Online University
Bullying and Violence in the Workplace		X	30 minutes	Every 2 Years	Available on the Online University
Protecting Privacy in State Government		X	20 Minutes	Every Year	Available on the Online University

DAA Online University

Board of Director Instruction Guide

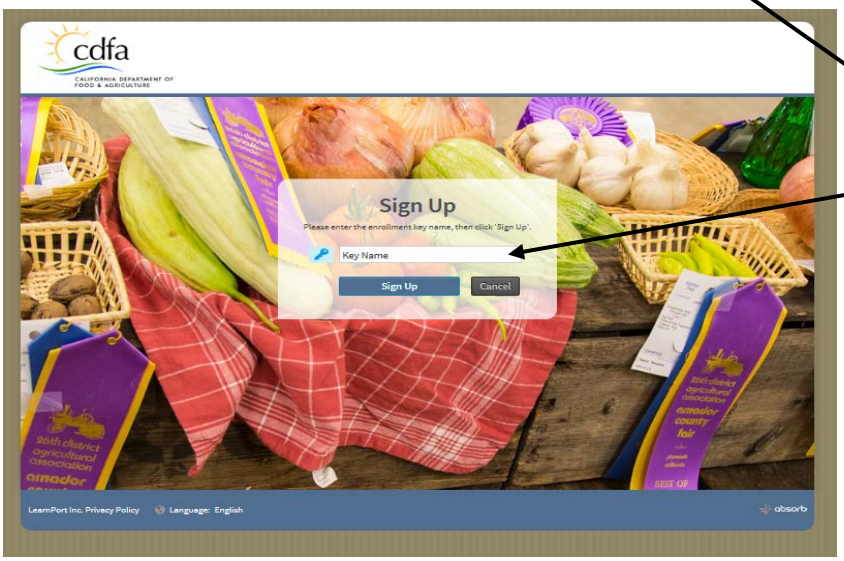
Utilize these instructions for all District Agricultural Association Board of Directors.



Login Page

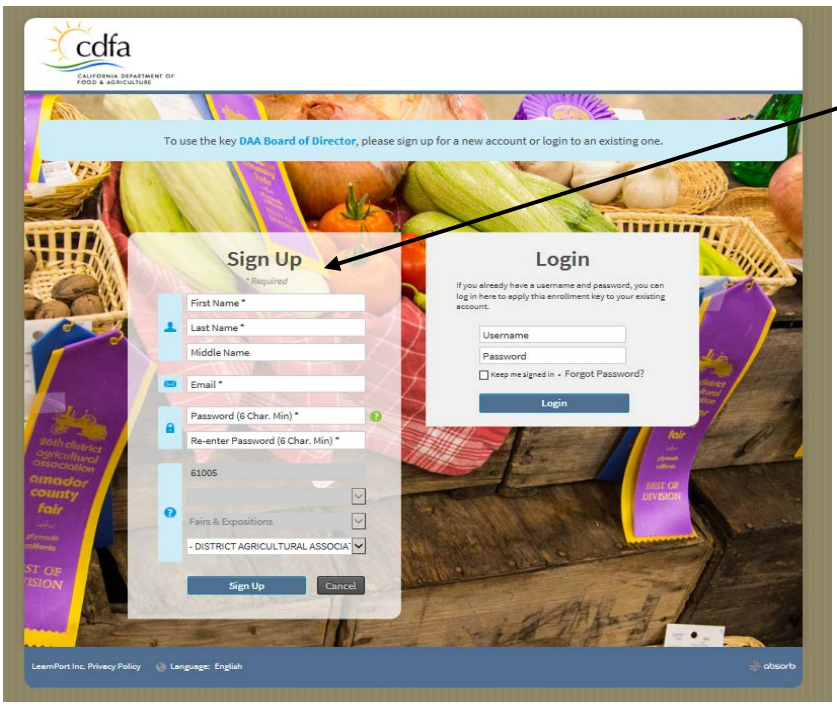
To get started, select the web address listed below, right-click on the mouse and select "open weblink" or enter the web address into the internet address bar, press enter and you will be directed to the DAA Online University. Upon arrival, follow the steps below.

https://daa.cdfaonlineuniversity.com



Login Instructions

1. Click on the "Sign Up" Icon.
2. The next window will ask for a Key Name.
3. Enter "DAA Board of Director"



Login Instructions

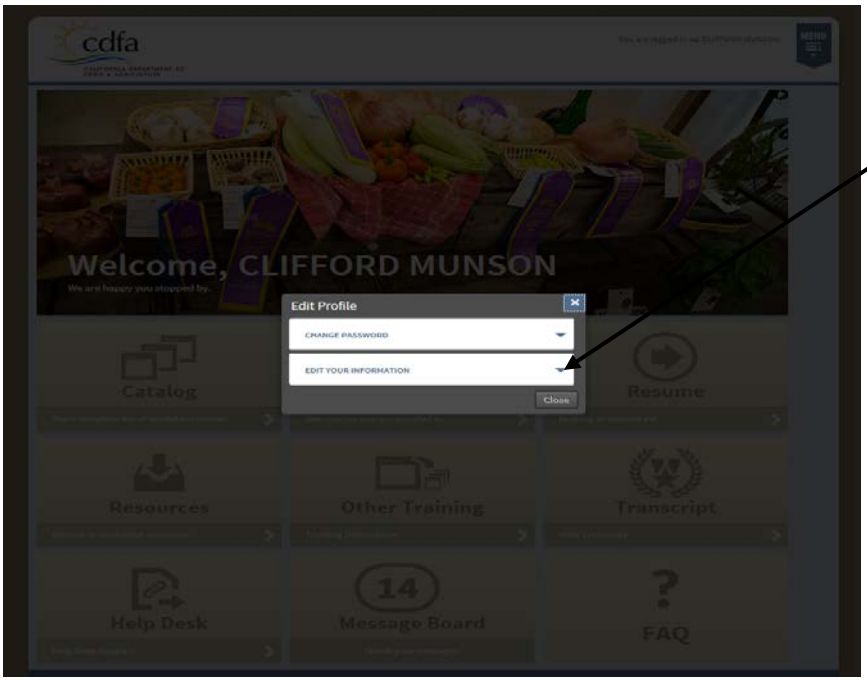
1. Complete the required information on the "Sign up" window.
2. First Name
3. Last Name
4. Email Address
5. Create a Password
6. PCA Code is 61005.
7. DAA: Select from the drop down menu, the District Agricultural Association that you serve as a Board of Director.
8. After completion of information, select "Sign-Up."

If you experience a successful login, you will see the following screen. Please continue to the following steps.

1. After clicking the "Login" icon your Training Dashboard page will appear on a welcome screen.
2. Click on the "Menu" icon.

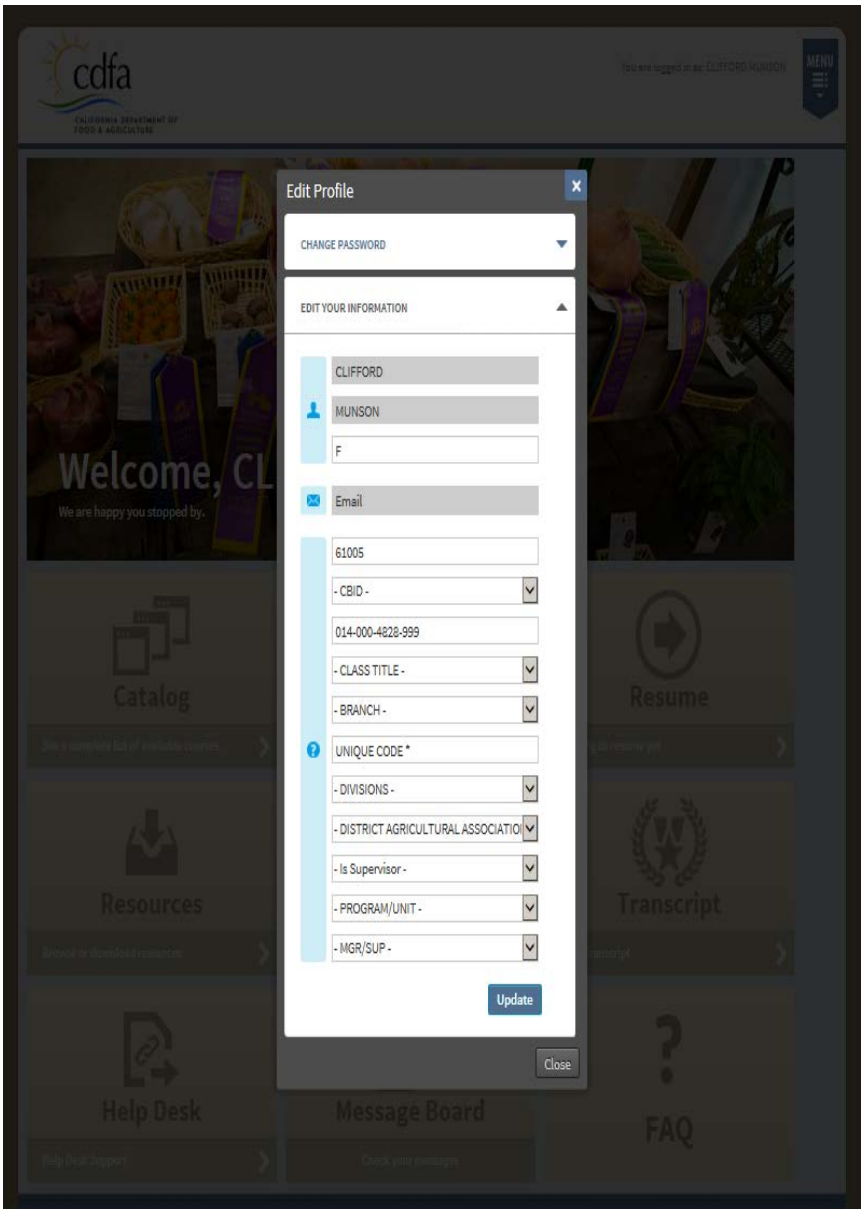
If you have questions/problems regarding the DAA Online University, please select the "FAQ" button on the home page to troubleshoot the issue. If you need additional assistance, please contact David Dillabo at F&E, david.dillabo@cdfa.ca.gov or phone 916-900-5365 (Office) or 916-204-6063 (Cell).

1. Scroll Down and select "Edit Profile."



Edit your Information

1. Select "Edit Your Information."

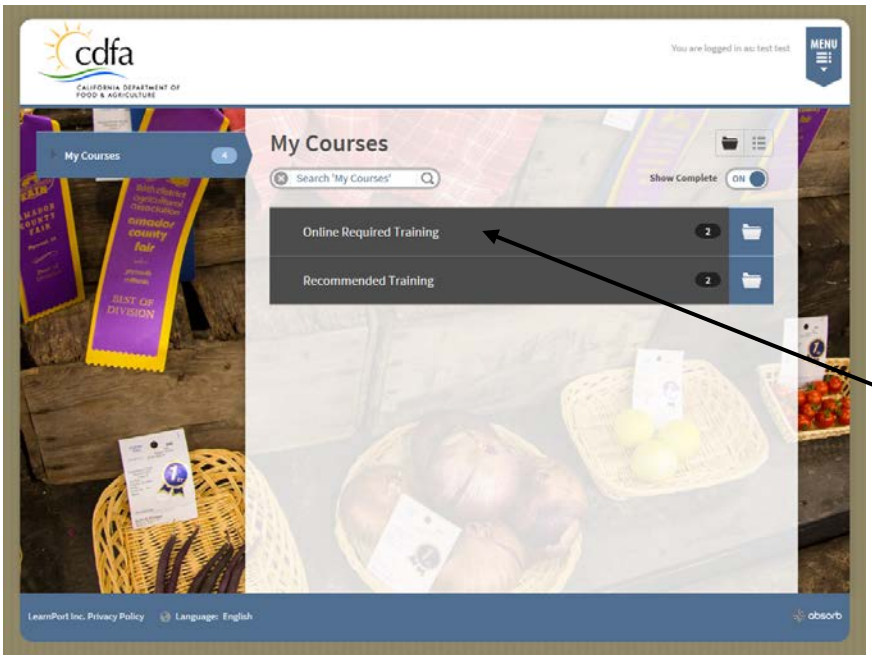


Edit Profile

1. Your Name will automatically load in the desired area.
2. PCA Code: 61005. This number should automatically load. If it does automatically load, please input 61005.
3. CBID #: Select M01.
4. Position #: Do not select anything. Not applicable for the DAA Board of Directors.
5. Class Title: Select "DAA Board of Director" (FYI: It is located as the last option under the DAA's titles)
6. Branch: Will automatically load. If not, select "Fairs & Expositions."
7. Unique Code: Enter the first initial of your last name followed by the last four numbers of your social security number.
8. Divisions: Please select "Marketing Services" from the drop down menu.
9. District Agricultural Association: Please select the District Agricultural Association that you serve as a board of director.
10. Is Supervisor: Select "No"
11. Program/Unit: Select "Fairs & Expositions."
12. MGR/SUP: Select "DAA Supervisor."
13. After completing, select "UPDATE."

Review the Training Courses that you have been pre-enrolled in.

1. Select "My Courses."
2. Upon registering you will be automatically enrolled in the two required Board of Director training courses.
3. Proceed to next slide for further instructions and information.



Review List of Required Training Courses

1. The courses are "Sub-Titled" under the following titles;
   a. Online Required Training
   b. Recommended Training
2. Click on each sub-title to view the courses in that section. Each section has a number listed on the right side. That is the number of courses listed in that section.
3. You are required to complete both of the listed "Online Required Training" courses. The other "Recommended Courses" listed are optional and available to you as a resource.
4. Select the "Online Required Training" icon to see the list of the two required Online Training Courses.

Completing the Training Course

1. Review the list of the two Online Required Training Courses. To start the training course, select "Launch." A summary of the course information and time required will appear.
2. Follow the instructions to proceed to the training course. Select "Play this Course."
3. Note: Depending upon the course, some of the courses will require you to approve the terms and conditions. After reviewing and acceptance of the terms and conditions, select "I Agree" to proceed to the course. Select "Launch" and follow the instructions.

Completion of Training Course

1. Upon the completion of each course the status bar will be updated to "Completed." You may print out the certificate of completion and file in the employee's personnel file.
2. **You will be required to print out and upload the certificate of completion for the Ethics Orientation Course. The course progress will remain "In Progress" until the steps outlined below are completed for the Ethics course only. ** Please see below for instructions.**
3. Depending upon the frequency/interval of the training requirement, the course will automatically become invalid upon the expiration date and the status bar will change to "Not Started." You will then be required to complete the course at that time.
4. Please see the list of required courses to review the frequency interval requirement of each training course.

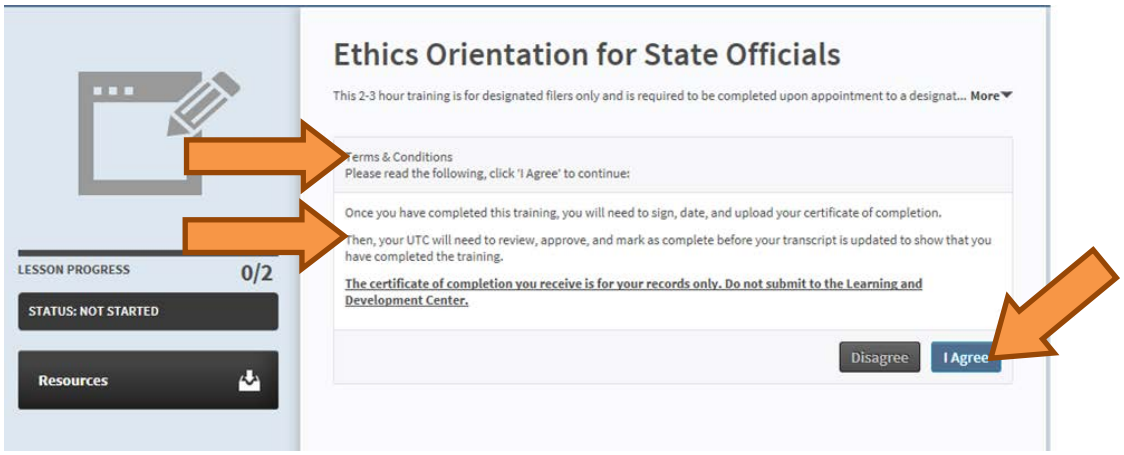
Upload Certificate of Completion for Classes within the University

Launching/Completing the Course

Enroll in the class.

1. See the image below. (Multiple courses may be listed.)
2. Click Launch for the desired course. (In this example, we are choosing Ethics.)

3. The Terms and Conditions page will appear.
4. Read and agree to the terms and conditions, click “I Agree”.

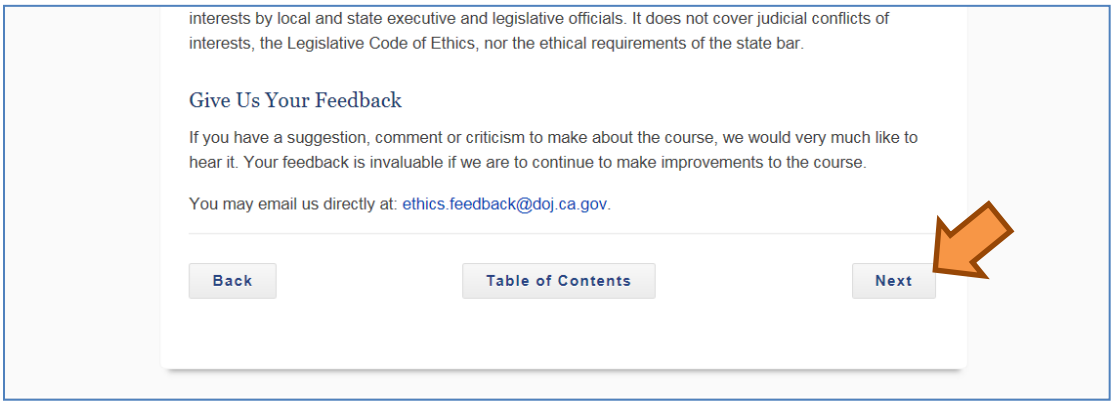


5. The Chapter 1 portion will appear.
   a. Launch the “Ethics Orientation for State Officials” course.

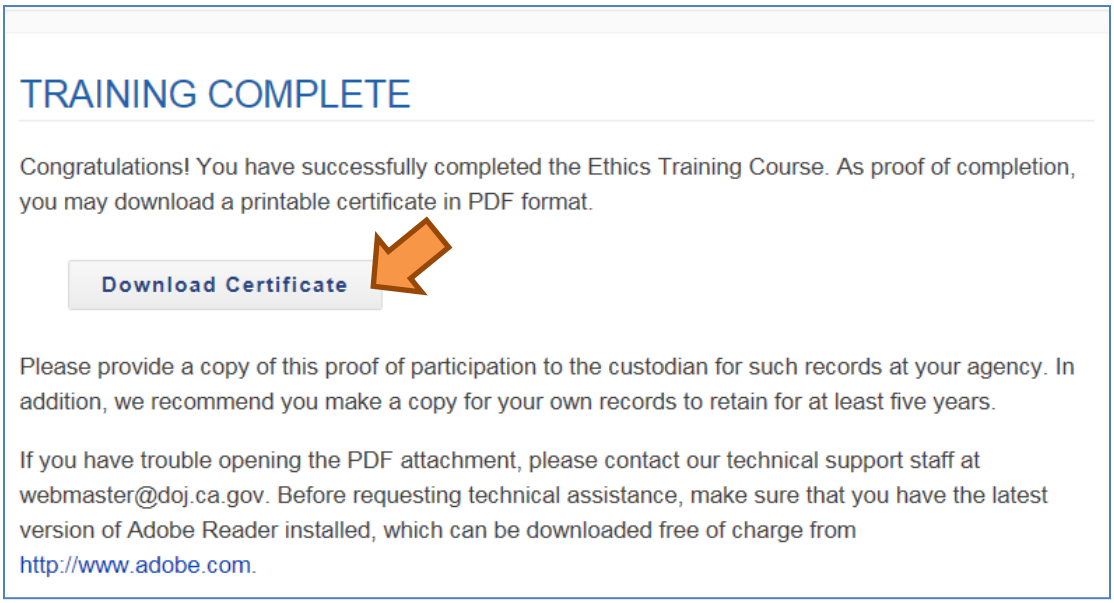
Printing/Uploading the Certificate

Once the course has been completed, print the certificate.

1. For the "Ethics Orientation for State Officials" class you will be on the "Additional Resources and Ethics Feedback" page. Click on Next.



2. This will take you to the "Training Complete" page. Click on Download Certificate.



3. Sign the certificate. (For other courses you may have additional fields you will be required to fill in such as: date and supervisor signature.)

4. Save the certificate to your computer as a PDF.

5. Proceed to Certificate Upload.

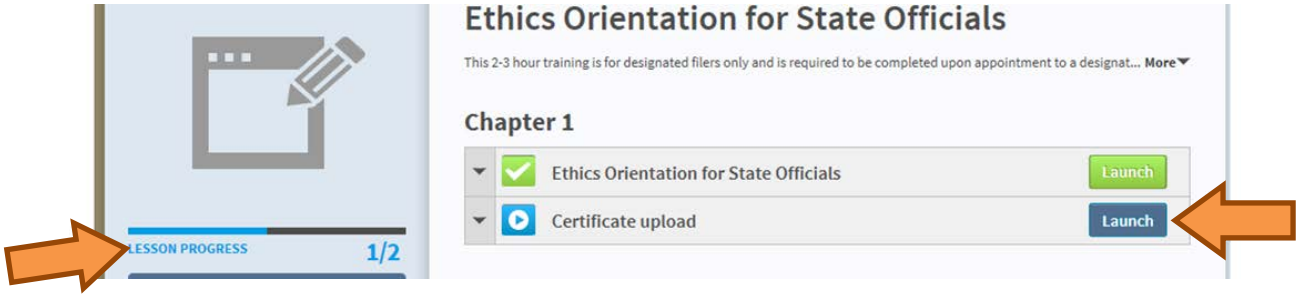
Certificate Upload

1. If you were timed out of the University, log back in.

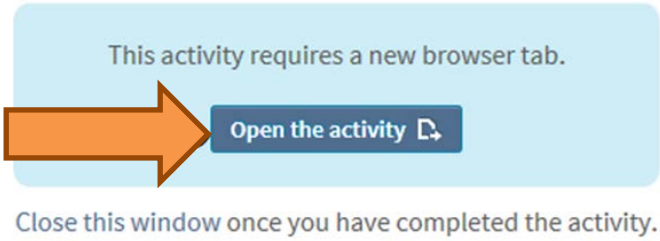
2. Click on “My Courses”. (Notice that the blue bar shows the class is partially completed.)

3. Launch the course.

4. Launch Certificate upload (Notice the LESSON PROGRESS is now 1/2.)



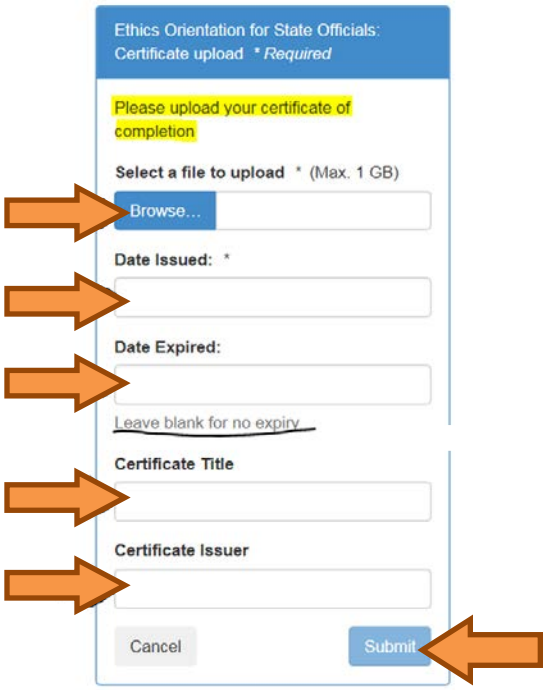
5. Click on “Open the activity”



6. Click on “Browse” to locate and upload the certificate.

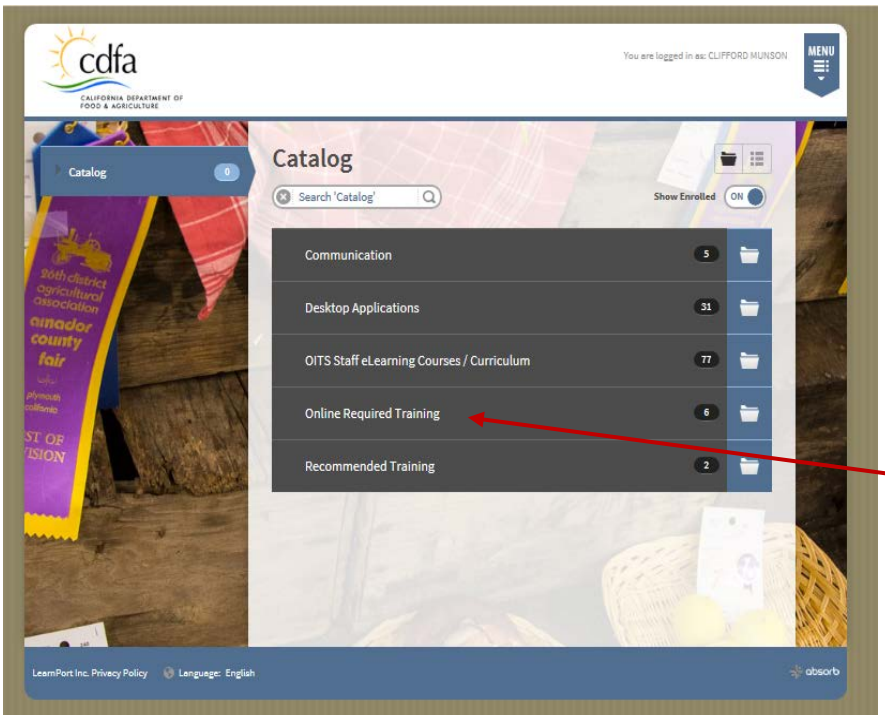
7. Fill in all of the fields. (Date Expired is based on the frequency the course is required to be taken. If there is not an expiration date, leave this field blank.)

8. Click “Submit”.



9. You will see Complete in a green bar at the bottom of the page and Return to lesson in a blue box. Click on Return to lesson.

10. Your transcript will be update to show complete.

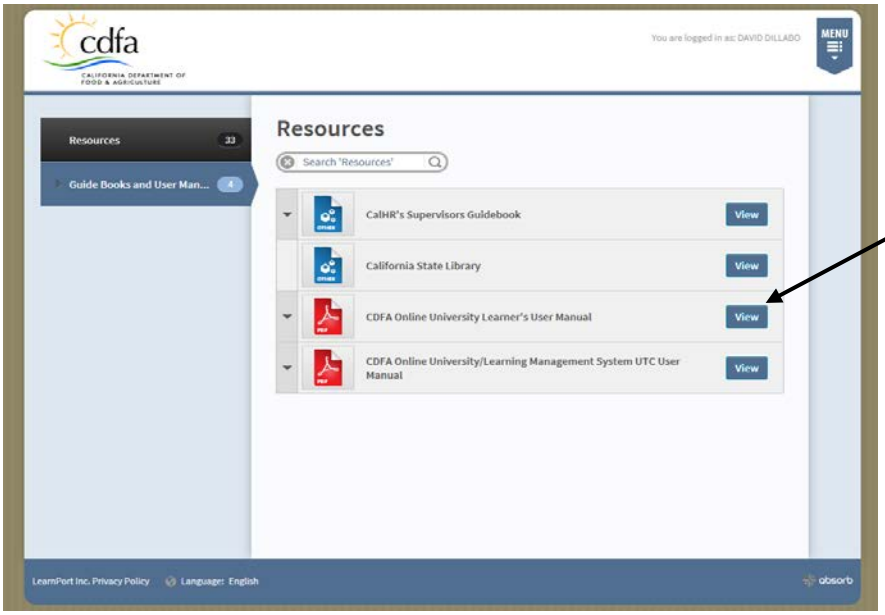


Additional Resources/Supplemental Courses

1. The Online University offers numerous supplemental online training seminars that will be greatly beneficial to board of directors. To view the supplemental courses, from the home page, click on "Catalog."
2. The next window will allow you to review the available subject areas of all the available online training. Click on each subject area to view the specific classes.
3. Check back periodically as additional supplemental classes will continue to be added to the online university.
4. For Board of Directors, please disregard the six "Online Required Training" courses listed on this page. The only required courses for board of directors are the two courses located in your "My Courses" file. You are welcome to take these additional courses but they are not required to be completed by the board of directors.

General Info & Navigating on the DAA Online University

1. Use the "Menu" icon located on the top right corner of the home page to navigate throughout the online university.
2. Prior to closing, to ensure your online training progress is saved, select "Logout" to close your session.
3. To view messages informing you of new enrolled classes, completion of classes, select the "Message Board" icon to view your messages.
4. If you are experiencing an issue or have a question, select the "FAQ" icon to help resolve the issue. If that is not successful in resolving the issue, select help desk or call F&E for additional questions.



For Additional Questions refer to the CDFA Online University Learner's User Manual

1. On the Main Menu Click on the Resources Tab
2. Select CDFA Online University Learner's User Manual

A common issue with the “Ethics for State Officials” course is that the Internet Explorer settings will block the pop up window which displays the Ethics Training course. Please see the instructions below for allowing the pop-up window to display in order to complete the course.

cdfa
CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

You are logged in as: DAVID DILLABO

MENU

FAQ

The answers to your questions

I’m having problems with Internet Explorer – my University related popup windows are being blocked (or other related issue). How do I fix this?

Friday, May 13, 2016

As with other online training offered through various vendors, it is highly recommended to disable Internet Explorer’s popup blocker in order to allow the University interface to perform automated background functions. To do this: In IE’s main toolbar, select Tools > Internet options > Privacy > Uncheck “Turn on Pop-up Blocker” > Click OK. Optionally, also close and re-open Internet Explorer.

LearnPort Inc. Privacy Policy Language: English absorb

DAA Online Training University

Additional Available Training Courses

As of 9/01/2016

Course Name	Category
Achieve Your Objectives through Effective Delegation	Effective Delegation
Acting Decisively	Management Essentials
Adding Lists and Objects in Word 2013	Word 2013
Addressing and Redistributing E-mail	Communication
Adjusting Document Views and Customizing the Appearance of Word 2013	Word 2013
Adobe Acrobat Pro XI Fundamentals	Adobe Online Courses
Adobe Captivate 8: Getting Started	Adobe Online Courses
Adobe Captivate 8: Media and Interactivity	Adobe Online Courses
Adobe Photoshop CC 2015 Basics	Adobe Online Courses
Adobe Photoshop CC 2015 Cloning and Editing	Adobe Online Courses
Adobe Photoshop CC 2015 Enhancement Tools and Techniques	Adobe Online Courses
Adobe Photoshop CC 2015 Paths and Techniques	Adobe Online Courses
Adobe Photoshop CC 2015: File Types and Color Editing	Adobe Online Courses
Adobe Photoshop CC 2015: Layers and Type	Adobe Online Courses
Adobe Photoshop CC 2015: Selection Tools and Techniques	Adobe Online Courses
Advanced Formats and Layouts in Excel 2013	Excel 2013
Advanced Formatting in Word 2013	Word 2013
Advanced Formulas and Functions in Excel 2013	Excel 2013
Advanced Table Customization in Word 2013	Word 2013
Asserting Yourself in the Workplace	Communication
Attracting and Retaining Talent	Talent Management Essentials
Beginning Your Coaching Engagement	Coaching for Results
Being a Receptive Communication Partner	Communication
Building Upward Relationships	Advanced Management Skills
Bullying and Violence in the Workplace	Online Required Training
Business Grammar: Common Usage Errors	Communication
Business Grammar: Parts of Speech	Communication
Business Grammar: Punctuation	Communication
Business Grammar: Sentence Construction	Communication
Business Grammar: The Mechanics of Writing	Communication
Business Grammar: Working with Words	Communication
Business Writing: Editing and Proofreading	Communication
Business Writing: How to Write Clearly and Concisely	Communication
Business Writing: Know Your Readers and Your Purpose	Communication
Challenges of Facilitating	Essentials of Facilitating
Coaching	Coaching for Results
Coaching Techniques that Drive Change	Coaching for Results
Coaching to Drive Performance	Coaching for Results
Coaching to Shift Perceptions	Coaching for Results
Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	Outlook 2013
Communicating during Difficult Times	Managing during Difficult Times
Communication Challenges: Navigating Choppy Waters	Communication
Communication Methods that Make Sense – and Make Your Point	Communication
Communication Skills	Customer Service Representative, Skills
Conflict, Stress, and Time Management	OITS Staff eLearning Courses / Curriculum
Creating and Customizing Visual Elements in Excel 2013	Excel 2013
Creating Workbooks, Worksheets, and Data in Excel 2013	Excel 2013
Cross-functional Strategic Management	Advanced Management Skills
Customer Interactions	OITS Staff eLearning Courses / Curriculum
Customer Service Processes and Procedures	OITS Staff eLearning Courses / Curriculum

Customizing Document Layout in Word 2013	Word 2013
Dealing with Irrational Customers and Escalating Complaints	OITS Staff eLearning Courses / Curriculum
Defensive Driver Training	Online Required Training
Delegating Appropriate Tasks	Effective Delegation
Delivering Bad News Effectively	Advanced Management Skills
Demonstrating Accountability in a Crisis Situation	The Fundamentals of Business Crises Management
Developing a High-performance Organization	Advanced Management Skills
Developing Adaptable Managers	Advanced Management Skills
Developing Employees through Delegation	Effective Delegation
Developing the Next Generation	Workforce Generations
ECOS - Hiring Unit Guide	Human Resources Training
Editing and Formatting in Word 2013	Word 2013
Employee Dismissal	Management Essentials
Employee Engagement	Advanced Management Skills
Employee Sexual Harassment Prevention	Online Required Training
Engaging Top Performers	Effectively Managing Top Performers
Ethics Orientation for State Officials	Online Required Training
Facilitating Collaborative Processes	Essentials of Facilitating
Final Exam: Business Grammar Basics	Communication
Final Exam: Business Writing Basics	Communication
Final Exam: E-mail Essentials for Business	Communication
First Encounters with Windows 10	Windows 10
First Steps for Turning Around a Performance Problem	Managing Problem Performance
First Time Manager: Challenges	First Time Manager Essentials
First Time Manager: Meeting Expectations	First Time Manager Essentials
First Time Manager: Understanding a Manager's Role	First Time Manager Essentials
Formatting Cells and Worksheets in Excel 2013	Excel 2013
Formatting Data in Excel 2013	Excel 2013
Formatting E-mail and Configuring Message Options in Outlook 2013	Outlook 2013
Global Diversity	Recommended Training
Handling Difficult Conversations Effectively	Difficult Conversations
Having a Difficult Conversation	Difficult Conversations
Heat Illness Prevention – Cal/OSHA	Online Required Training
Inserting and Formatting Graphics in Word 2013	Word 2013
Interpersonal Communication that Builds Trust	Communication
Introduction to Windows 10	OITS Staff eLearning Courses / Curriculum
Mail Automation, Cleanup, and Storage in Outlook 2013	Outlook 2013
Making the Move Into Management	First Time Manager Essentials
Making Yourself Approachable	Communication
Management and Customization in Outlook 2013	Outlook 2013
Management Essentials: Caring about Your Direct Reports	Management Essentials
Management Essentials: Confronting Difficult Employee Behavior	Management Essentials
Management Essentials: Delegating	Management Essentials
Management Essentials: Developing Your Direct Reports	Management Essentials
Management Essentials: Directing Others	Management Essentials
Management Essentials: Managing a Diverse Team	Management Essentials
Management Essentials: Treating Your Direct Reports Fairly	Management Essentials
Managing an Aging Workforce	Workforce Generations
Managing Attitudes during Difficult Times	Managing during Difficult Times
Managing E-mail in Outlook 2013	Outlook 2013
Managing Experienced Managers	Advanced Management Skills
Managing Fairly	Management Essentials
Managing for Rapid Change and Uncertainty	Advanced Management Skills
Managing High Performers	Advanced Management Skills
Managing New Managers	Advanced Management Skills
Managing Performance	Managing Problem Performance
Managing Resources during Difficult Times	Managing during Difficult Times

Managing Technical Professionals	Essentials of Managing Technical Professionals
Managing Top Performers Is Always Easy...Right?	Managing Experts
Managing Workforce Generations: Introduction to Cross-generational Employees	Workforce Generations
Managing Workforce Generations: Working with a Multigenerational Team	Workforce Generations
Managing Workforce Generations: Working with the 21st-century Generation Mix	Workforce Generations
Managing Your E-mail	Communication
Meeting the Needs of Your Experts	Managing Experts
Microsoft Windows 10 First Look: Interface and New Features	Windows 10
Monitoring and Improving Performance	Performance Management
Navigating and Reviewing Documents in Word 2013	Word 2013
Overcoming Challenges of Managing Top Performers	Effectively Managing Top Performers
Overcoming Challenges When Managing Experts	Managing Experts
Performance Appraisal Essentials: 360-degree Appraisals	Performance Appraisal Essentials
Performance Appraisal Essentials: Conducting Traditional Appraisals	Performance Appraisal Essentials
Performance Appraisal Essentials: Planning for Appraisals	Performance Appraisal Essentials
Performing Basic Tasks in Word 2013	Word 2013
Performing Calculations Using Functions in Excel 2013	Excel 2013
Planning for Performance	Performance Management
Preparing for a Difficult Conversation	Difficult Conversations
Preparing for Your Performance Appraisal	Performance Appraisal Essentials
Presenting Data in Tables and Charts in Excel 2013	Excel 2013
Presenting Data using Conditional Formatting and Sparklines in Excel 2013	Excel 2013
Preventing Problem Performance	Managing Problem Performance
Protecting Privacy in State Government	Online Required Training
Recognizing and Diagnosing Problem Performance	Managing Problem Performance
Recognizing Natural Leaders	Managing Experts
Reference Tools and Mail Merge in Word 2013	Word 2013
Retaining Top Performers	Effectively Managing Top Performers
Reviewing and Rewarding Performance	Performance Management
Saving and Printing Data in Excel 2013	Excel 2013
Scheduling with Appointments, Events, and Tasks in Outlook 2013	Outlook 2013
Sharing and Collaboration in Word 2013	Word 2013
Strategies for Successful Employee Onboarding: An Introduction	Strategies for Successful Employee On-boarding
Strategies for Successful Employee Onboarding: Assessing Program Success	Strategies for Successful Employee On-boarding
Strategies for Successful Employee Onboarding: Getting Started	Strategies for Successful Employee On-boarding
Strategies for Transitioning to Technical Management	Essentials of Managing Technical Professionals
Structuring a Document in Word 2013	Word 2013
Successful Delegation: Supervise and Encourage	Effective Delegation
Supervisor Preventing Workplace Harassment	
Supervisor and Manager Sexual Harassment Prevention	Online Required Training
Supervisor Sexual Harassment Prevention	
Talent Management: Acquiring Talent	Talent Management Essentials
Talent Management: Basics	Talent Management Essentials
Talent Management: Developing and Engaging Talent	Talent Management Essentials
Talent Management: Planning	Talent Management Essentials
Talent Management: Retaining Talent	Talent Management Essentials
Team and Customer Relationships	OITS Staff eLearning Courses / Curriculum
The Art of Effective Coaching	Coaching for Results
The Delegation Process	Effective Delegation
Transitioning from Technical Professional to Management	Essentials of Managing Technical Professionals
Underperforming Employee – Now What?	Managing Problem Performance
Understanding the Motives of Millennials	Workforce Generations
Use Delegation to Develop Your Team	Effective Delegation
Using E-mail and Instant Messaging Effectively	Communication
Using Facilitation Skills as a Manager	Essentials of Facilitating
Using Financial Functions and What-If Analysis in Excel 2013	Excel 2013
Using PivotTables, PivotCharts, and Advanced Charts in Excel 2013	Excel 2013

Using Progressive Discipline to Correct Problem Performance	Managing Problem Performance
Using Tables in Word 2013	Word 2013
Working with E-mail in Outlook 2013	Word 2013
Working with Meetings in Outlook 2013	Word 2013
Workplace Harassment Prevention for Managers	
Workplace Harassment Prevention for Managers or Employee Sexual Harassment Prevention	
Writing for Business	Communication
Writing for Technical Professionals: Effective Writing Techniques	Communication
Writing for Technical Professionals: Preparation and Planning	Communication
Written Communication	Communication