Training & Educational Resources for Washington County Employees

How to access: Resources marked with a 🏛 are paid for by WCCLS and require a WCCLS library card to access.

If you have a WCCLS library card, go ahead and log in with your card number (starts with 23614) and PIN. If you need assistance with your library account, please contact us here, and someone will assist you.

If you don't have a WCCLS library card, sign-up online for instant access to our e-books and audiobooks, streaming video, and online resources. A home address in Washington County is required to sign up for an E-Access card. If you live outside of Washington County, we are temporarily waiving this restriction for Washington County employees, and ask you to use the County's address: 155 N First St, Hillsboro, OR 97124.

Career

🏛 Lynda.com: Over 8,500 courses and videos in business, IT, and creative skills. View a list of offerings by visiting the WCCLS catalog, including a remote working course list. For free access, you must access Lynda.com via the WCCLS website. *Please use your personal email account to register for a Lynda.com account; not your Washington County email account.*

Alison: Over 1,000 courses across nine disciplines: Math, Lifestyle, Marketing, Humanities, Science, Health, Language, Business, and IT.

Coursera: Free online courses created by universities, covering most subject areas, including business, including Diversity and Inclusion in the Workplace.

EDX – Another clearinghouse for online courses from universities and institutions, made available to the public for free. Includes Storytelling in the Workplace, Preparing for Disruption, and Working in Teams.

Computer Skill Building

🏛 Lynda.com: Over 8,500 courses and videos in business, IT, and creative skills. View a list of offerings by visiting the WCCLS catalog, including a remote working course list. For free access, you must access Lynda.com via the WCCLS website. *Please use your personal email account to register for a Lynda.com account; not your Washington County email account.*

🏛 LearningExpress Library: Online tutorials and practice tests for academic and occupational exams. View a list of offerings without logging in by visiting the WCCLS catalog.

- Computer Skills Center – Includes Microsoft Office
- Writing Skills for the Workplace

GCFLearnFree.org: Great for people who need an introduction to using mobile devices, cloud services, Windows, etc.

Google Digital Garage: Most courses are free. Learn about social media marketing, web development, time management, and more.

Microsoft Office: Training and tutorials for Office 365.

Other

🏛 **Mango Languages**: Learn over 70 languages, from Arabic and Armenian to Vietnamese and Yiddish.

🏛 **WCCLS Interlibrary Loan** continues to provide electronic document delivery services for articles and book chapters (digital only).

Support Services Resources

Wellness Program Resources – Use this **link** to go to our Horizons webpage.

Information Technology Services – Use this link to find trainings on:

- Computer and software trainings
- Voice Mail
- Cyber Security and KnowBe4 trainings
- Working Remote Options
- And much more -

Diversity, Equity and Inclusion

Use this **link** to visit the County's DEI page
on Horizons for resources and video profiles!

IAP2 and GARE are two network organizations that give staff a place to connect with others in their networks, participate in conversations, access and share resources, tips and information. Both have COVID-19 resources available. The benefits offered by these memberships are available to all County employees.

- **IAP2** (International Association for Public Participation) is a worldwide membership organization that advocates for public participation to enhance decision-making in government and industry. It offers a variety of services to assist departments in improving the quality of their community engagement practices. To learn more about IAP2, visit: https://iap2usa.org/. To become a member, email Tricia Kennedy via email at tricia_kennedy@co.washington.or.us.

- **GARE** (Government Alliance for Race and Equity) is a national network of government working to achieve racial equity and advance opportunities for all. GARE offers trainings and tools such as a resource guide for advancing racial equity and transforming government. To learn more about GARE and to sign up for membership, visit: https://www.racialequityalliance.org/

Washington County Policies and Procedures

- Review policies and procedures that are specific to your Department
- Review the County-wide Administrative Policies – use this **link** to access the documents