

GAIN EXPERIENCE

FREE / LOW COST RESOURCES

PUBLIC SECTOR

SKILL	PROVIDER & COURSE TITLES	DURATION	HIGHLIGHTS
Excel	<ul style="list-style-type: none">• Udemy Useful Excel for Beginners• GCFGLOBAL Excel 2016 Basics	<ul style="list-style-type: none">• 13 sections, 89 lectures, 9.5 hours• 29 tutorials and 5 extras	<ul style="list-style-type: none">• Learn the basics of Microsoft Excel and become an effective user.• Microsoft Excel Certification (approx. \$100)
Statistical Software	<ul style="list-style-type: none">• LinkedIn Learning SPSS Statistics Essential Training• Open Learn Getting Started in SPSS• Strata Training Webinars	<ul style="list-style-type: none">• 5 hours and 10 modules• 3 hours and 8 modules• 1 Hour Webinar	<ul style="list-style-type: none">• Learn about general-purpose statistical software mostly used in research, economics, and political science.• IBM Professional Certification for SPSS Statistics (costs may vary).• STATA webinars are free and taught by in-house experts, but registration is limited.
Foreign Languages	<ul style="list-style-type: none">• Duolingo Multiple languages and courses• Learn a Language Multiple languages and courses	<ul style="list-style-type: none">• Work at your own pace• Work at your own pace	<ul style="list-style-type: none">• Develop a language to compete in the global marketplace.• App for iOS, Android and Windows phones with game-like approach (Duolingo).• Created by the U.S. Institute of Languages to help people bridge communication gaps (Learn a Language).
Project Management	<ul style="list-style-type: none">• EDx Introduction to Project Management	<ul style="list-style-type: none">• 6 weeks (2-3 hours per week)	<ul style="list-style-type: none">• Government is all about projects – learn the practice of initiating, planning, executing, and achieving specific goals.• Course is free, but certificate cost approximately \$200.• Project Management Institute also offers paid courses and certifications.
Grant Writing	<ul style="list-style-type: none">• Coursera Grant Proposal Course• Nonprofitready Getting Foundation Grants & Grantsmanship Essentials	<ul style="list-style-type: none">• Approximately 21 hours to complete (suggested 5 hours/week)	<ul style="list-style-type: none">• Learn writing techniques to secure funding sources on behalf of local governments, business, nonprofit organizations, and educational institutions.