TRAINING OPPORTUNITIES

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	$0*	KS Human Rights Commission (KHRC) - **Visit online** at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self- Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	New Employee Orientation: Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. Successfully Dealing with Challenging Customers: This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/employeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.

On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	$0*	KS Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	$0*	KS Human Rights Commission (KHRC) - **Ruth Glover** at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

On-going Self-Paced	State Library - LearningExpress Library	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. **Visit** http://kslib.info/LEL & **register** for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. **Visit** http://kslib.info/uclass & **register** for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	$0*	Employee Assistance Program (KDHE) - **Courtney Payne** at: cpayne@compsych.com	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. **Call** 1.888.275.1205 Option 1 or **go online** at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

January 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/16/2020 - 8:30 AM to 11:30 AM	*FEATURED* The 5 Waves of Trust	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	Great leaders don't dictate, they influence. And influence comes from a leader's ability to engender creditability & inspire people to both believe them & believe in them. 8 videos embedded in the PowerPoint presentation create trustworthy leaders for whom team member readily volunteer their best efforts. This course is based on the premise that there are 5 layers of trust in the workplace to which leaders must be attuned: Self Trust, Relationship Trust, Organizational Trust, Market Trust & Societal Trust.
1/14/2020 - 8:30 AM to 3:30 PM	Excel 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov or **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will learn how to summarize worksheet data by creating automatic subtotals, use the Data Validation feature to validate data entered in cells, use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data, change PivotTable view by moving fields and by hiding & showing details, improve the appearance of a PivotTable by changing its field settings & applying a format, create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook, Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases.
1/14/2020 - 12:30 PM to 3:30 PM	Professionalism 101 (RVHR1400)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will cover composing solid cover letters, creating & updating portfolios & resumes, the interview process & what to do after the interview.
1/15/2020 - 8:30 AM to 11:30 AM	5 Dysfunctions of a Team	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course teaches participants to understand the differences in how individuals work is a challenging process. Upon completion, participants will understand the difference in values, beliefs & morals of each employee that is assigned to the Agency. Participants will also learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional.
1/15/2020 - 12:30 PM to 3:30 PM	Accountability Matters: Can We Count on You?	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course challenges participants to explore the practical application of "accountability" in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. It is important to take ownership of our work, commit to doing it right, and on time. In additional, it's also important to help our co-workers succeed at their task as appropriate.

Date/Time	Course	Cost	Contact	Location	Audience	Description
1/16/2020 - 8:30 AM to 3:30 PM	Word 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will learn how to mail merge, create forms, work with & run macros. Participants will also create a master document, table of contents, footnotes, endnotes & cross-references.
1/16/2020 - 8:30 AM to 3:30 PM	Access/Excel Integration	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	Employees with Excel and Access Experience	It is recommended that participants in this course have taken at least Access Level 3 & Excel Level 1 (or have equivalent experience) and the knowledge of the normalization or design view of forms or macros is essential. Participants in this course will learn how to prepare an Excel spreadsheet to integrate within Access, create action queries to separate the list into multiple tables & create a macro to automate the process.
1/16/2020 - 1:00 PM to 2:00 PM	Applying Decision - Making Steps in Management to Mitigate Risks	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	Supervisors	**NOTE**: There is an online component that must be completed prior to attending the classroom session of this particular course. In this course participants will learn to differentiate between programmed & non-programmed decisions. Participants will evaluate levels of certainty, risk & ambiguity and apply this knowledge towards a variety of KDOT based scenarios.
1/21/2020 - 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will give you concrete ways to deal with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate, bullies to back off, wallflowers to open up, chronic complainers to quiet down & it will demonstrate how your actions can be inadvertently creating the difficult people in your life!
1/22/2020- 1/23/2020 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants in this course will learn how to normalize tables, set table relationships & implement referential integrity between related tables. They will also create a Lookup list field, modify Lookup field properties & use calculated fields in a query & use queries to view summarized & grouped data. Participants will also add unbound controls, graphics, calculated fields & a combo box to form.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
1/23/2020 - 8:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 2 Headquarters 1006 N 3rd, Salina	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. In this course, participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & also explore different ways we form opinions about other people & how these opinions can impact our communication styles and behavior in a positive or negative way.
1/23/2020 - 3:30 PM to 4:30 PM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	KDOT District 2 Headquarters 1006 N 3rd, Salina	All Employees	This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
1/27/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/, register/login, & look up by Course ID#	KS Health & Environmental Laboratories Training Rm	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov, for any certification fee questions & payment.
1/27/2020- 1/29/2020 - 8:30 AM to 4:30 PM	Training of Trainers	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course is designed to teach participants how to apply proven & successful training concepts & understand the value in creating a Trainer's Guide, Learner's Guide, Power-Point slide show & any other additional training aides relevant in order to support the trainer and provide a conducive learning experience for the participant. During this course they will learn the advantages of working with the ADDIE model when approaching a new training topic. Participants will identify the difference between Andragogy & Pedagogy, gain knowledge on the benefits of understanding the different learning styles & use Blooms Taxonomy to help design powerful yet attainable objectives for their new curriculum. It will expose them to specific do's & don'ts for facilitators & give them an opportunity to use all of these skills when they design & facilitate a mini training session for their peers.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

February 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/4/2020 - 8:30 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants in this course will identify the main components of the Excel window & an Excel workbook. They will use the help feature, format text, numbers, data rows & columns. Participants will also create sum, average, min/max & count functions using AutoSum. In addition, participants will create formulas that add, multiply & divide, insert & format charts. This course will also cover preview & control page set-up options, print a worksheet & specific area of a worksheet.
2/4/2020- 2/5/2020 - 8:30 AM to 3:30 PM	AdobePro with Forms	$80	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this 2-day course participants will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. Participants will also create interactive forms, import & export form data & print/batch process PDF documents.
2/4/2020- 2/6/2020 - 8:30 AM to 4:30 PM	Leadership Basics	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	Supervisors	This 3-day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This course demonstrates that leadership & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.
2/5/2020 - 8:30 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Explore the Word environment. Participants will create, save/close documents, use the Help system, navigate in a document, use some of Words automated tasks, use basic editing techniques & use the undo/redo commands. Participants will also select text, copy/move text, use the find/replace commands to modify document text, change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs & creating lists & by setting paragraph indents & line spacing.
2/7/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (DofA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

Date/Time	Course	Cost	Agency/Contact	Location	Audience	Description
2/10/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
2/11/2020 - 8:30 AM to 12:00 PM	On the Job Trainer (RVHR1060)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course is a Train-the-On-the-Job Trainer workshop. It provides guidelines for planning & conducting effective on-the-job training sessions. On the Job Training is characterized as a less formal training method whose purposes is to provide trainees the skills required to perform their job. It is often facilitated by subject matter experts who do not have a background in training. This course will outline a 4-step plan that allows anyone to create on-the-job training programs that help employees develop essential skills & improve performance.
2/11/2020 - 8:30 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants will learn how to configure an email account, read, create & send messages & work with file attachments. Participants will also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the calendar & manage their Outlook folders.
2/11/2020-2/12/2020 - 8:30 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will cover the use of SQL statements - how to examine them in Access. Participants will write SQL statements to create queries & attaché an SQL statement to a command button. They will also create crosstab queries to summarize grouped data, create parameter queries to view results based on a specified criteria & create action queries to add, delete & modify data in tables & to create new tables. Participants will create/run macros to automate tasks & attach macros to the events of database objects.
2/11/2020 - 9:30 AM to 12:30 PM	The Happiness Advantage	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in life & in the workplace. Participants will learn the importance of overcoming stress & negativity to create a work environment that is pleasant & stimulating. Participants will learn how stress affects team members differently & how to recognize when it is hurting productivity.
2/11/2020 - 1:30 PM to 4:30 PM	How Full Is Your Bucket?	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course addresses how to define, identify & minimize negativity in the workplace. Based on the book "How Full Is Your Bucket", by Tom Rath & Donald Clifton, participants will learn the theory of the bucket & the dipper to in this fresh & interactive classroom experience suitable for all State employees.

Date/Time	Course	Cost	Contact	Location	Audience	Description
2/12/2020 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches employees how to create, modify, format, build/run PowerPoint slideshows as well as use WordArt, AutoShapes, ClipArt & graphic objects. Participants will learn about the PowerPoint toolbars, use the clipboard task pane & create tables using tabs. Participants will also learn to use the Slide transition task pane.
2/14/2020 - 1:30 PM to 2:30 PM	Applying Decision - Making Steps in Management to Mitigate Risks	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium A	Supervisors	**NOTE**: There is an online component that must be completed prior to attending the classroom session of this particular course. In this course participants will learn to differentiate between programmed & non-programmed decisions. Participants will evaluate levels of certainty, risk & ambiguity and apply this knowledge towards a variety of KDOT based scenarios.
2/18/2020 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
2/18/2020 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course, participants will create/ format sections in a document, create multiple columns & sort text in columns. Work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table. Participants will also import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data.
2/18/2020 - 12:30 PM to 1:30 PM	4 Steps to Better Mentoring	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course is a basic 4-step program which will introduce a practical & positive approach to mentoring not only new employees but training current employees in a new skill. This course is for anyone looking to improve their mentoring & basic training skills.

Date/Time	Course	Cost	Department/Contact	Location	Audience	Description
2/18/2020 - 12:30 AM to 4:00 PM and; 2/19/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous

If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |
2/19/2020 - 8:30 AM to 9:30 AM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium A	All Employees	This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
2/19/2020 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define/apply cell & range names, create/manage templates, publish a worksheet as a PDF file, use advanced formatting techniques & sort lists, create/format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert/edit hyperlinks in worksheets & send a workbook via-email.
2/21/2020 - 8:30 AM to 11:30 AM	Please Respect My Generation	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course discussed the major dynamics affecting the workplace today by introducing participants to the 5 generations of the workplace. This course introduces leaders to a practical approach in handling the sticky situations that arise from generational gaps. Participants will gain a better understanding of why each of the 5 generations perform the way they do.
2/21/2020 - 12:30 PM to 4:30 PM	Pushing Past Your Limits	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium A	All Employees	This course is designed to help employees identify their self-imposed boundaries or "limitations" & break through to greater achievement. This course will allow participants to recognize their weaknesses & identify their strengths & use them appropriately to be more productive & successful.

Date/Time	Course	Cost	Agency/Contact	Location	Audience	Description
2/24/2020-2/27/2020 - 8:00 AM to 4:00 PM	Professional Engineer (PE) Exam Review	$25-$285	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	Engineering Associates preparing to take their PE Civil Exam	This 1-week Professional Engineer Exam Review course is focused test preparation for engineering associates taking the PE Exams offered in April & October. The review involves sessions on each of the 5 areas of civil engineering found on the exam: Construction, Geotechnical, Structural, Transportation, Water Resources & Environmental. A KDOT and/or outside subject matter expert will conduct each session. Maximum attention will be given to working exam-related problems during the course. The course also provides information on test-taking techniques & individual study tips. **NOTE**: This class has a flat $25 registration fee. There are 2 required texts for the course that would incur an extra cost along with registration - Lindeburg PE Civil Reference (16th Edition, $215) & NCEES Practice Exam Guide ($45). The participant will need to provide supervisory approval for both class registration & any extra costs should they need one or both of the required texts. If participant is needing the practice exam guide they will need to also include which of the 5 engineering areas they will need.
2/25/2020 - 8:30 AM to 11:30 AM	Active Listening & De-escalation (ID: 1082362)	$0	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	The majority of the time listening is just hearing & listening is not the time waiting for someone to quit talking so you can say something before you forget it. Active listening is used in counseling, negotiations, conflict resolution & training. Active listening is not a technique that happens effortlessly. It requires the full attention of the listener so they may be able to understand, respond & remember what is being said. It require the listener to remain neutral & unbiased. This course will assist in an understanding of feelings & views of the individual & assist in drawing out information that would normally not be shared.
2/25/2020 - 8:30 AM to 11:30 AM	Generational Differences (RVHR4007)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.
2/25/2020-2/26/2020 - 8:30 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. In this course, participants will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon completion, participants will receive a certificate.
2/25/2020-2/28/2020 - 8:30 AM to 4:30 PM	Transition to Leadership (TTL)	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	KDOT District 1 Headquarters 121 SW 21st Street, Conference Rm 121 Topeka	Supervisors	This course helps participants transitioning from the role of experienced and/or expert individual contributor to a non-positional leader committed to a more unified & reasoned workgroup.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/25/2020 - 1:00 PM to 4:00 PM	Active Listening & De-escalation (ID: 1082362)	$0	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	The majority of the time listening is just hearing & listening is not the time waiting for someone to quit talking so you can say something before you forget it. Active listening is used in counseling, negotiations, conflict resolution & training. Active listening is not a technique that happens effortlessly. It requires the full attention of the listener so they may be able to understand, respond & remember what is being said. It require the listener to remain neutral & unbiased. This course will assist in an understanding of feelings & views of the individual & assist in drawing out information that would normally not be shared.

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March 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/3/2020-3/4/2020 -	Access 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will enable participants to organize data efficiently by using a database management system, open Access database & use the Help feature. Participants will plan/create a database, use datasheet & design view, create/work in tables, modify a table's design, use the Find feature & spell checker. Participants will also sort, filter & delete records, set field properties, create input masks, set validation rules, create single/multiple-field indices, create queries - sort/filter results, modify & perform operations.
3/4/2020 - 8:30 AM to 11:30 AM	5 Dysfunctions of a Team	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course teaches participants to understand the differences in how individuals work is a challenging process. Upon completion, participants will understand the difference in values, beliefs & morals of each employee that is assigned to the Agency. Participants will also learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional.
3/4/2020 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	Participants will customize the Outlook environment via the Ribbon, Quick Access toolbar, to-do bar & reading pane; create groups, shortcuts & address books; customize email options, set alerts & use voting buttons; use/customize instant search of the inbox, all folders, contacts, tasks & calendar; use categories, rules & automatic reply messages; use advanced methods of setting up, organizing/moving items within folders & sub-folders (including folder clean-up & deletion of folders). Participants will also create, delete & use public folders & learn to post/delete items within public folders.

Date/Time	Course	Cost	Agency/Contact	Location	Audience	Description
3/4/2020 - 9:00 AM to 3:00 PM	Learning to Lead	$0*	KS Department of Administration (DofA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 509	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
3/4/2020 - 1:00 PM to 4:00 PM	Accountability Matters: Can We Count on You?	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course challenges participants to explore the practical application of "accountability" in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. It is important to take ownership of our work, commit to doing it right, and on time. In additional, it's also important to help our co-workers succeed at their task as appropriate.
3/5/2020 - 8:30 AM to 3:30 PM	PowerPoint 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course, participants will learn how to create/modify templates, build a customer slide master, insert multimedia elements, learn advanced techniques for working with charts, tables, clip art & drawing tools. Participants will also add/modify action buttons, use advanced delivery techniques, customize/create toolbars & create macros.

3/10/2020 - 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales:
						  Extraversion - Introversion
						  Sensing - Intuition
						  Thinking - Feeling
						  Judging - Perceiving
						The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
3/11/2020 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPMarch2020	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
3/17/2020 - 8:30 AM to 11:30 AM	Coping with Stress (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care.
3/17/2020 - 8:30 AM to 11:30 AM	Gung Ho	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	Getting employees to care about their work is not always an easy task. Gung Ho! provides three important principles for motivating employees & increasing overall productivity. This course is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This course will enable participants to have a clear understanding as to how they positively or negatively influence work environments & challenge themselves to seek out new ways of improving service delivery & quality service.
3/17/2020 - 12:30 PM to 4:30 PM	Taking Charge of Change	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course helps participants understand the dynamics of change & the human response to change. Participants will learn what causes us to resist change & our emotional reaction to change. Participants are presented with strategies for managing change.
3/17/2020- 3/18/2020 - 8:30 AM to 3:30 PM	Access 2016 Level 2	$80	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course, participants will normalize tables, set table relationships, implement referential integrity between related tables, create a lookup list field, modify lookup field properties & use a subdatasheet to add data to related tables. Participants will also create join queries, create calculated fields in a query, use queries to view summarized & group data, add unbound controls, graphics, calculated fields & a combo box to a form.
3/17/2020- 3/18/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/17/2020- 3/19/2020 - 8:30 AM to 4:30 PM	Emotional Intelligence	$350	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	Participants will be introduced to the basic concepts of emotional intelligence & will learn how to apply them to their project goals. Participants will learn to evaluate themselves, their project teams & their stakeholders. Participants will also be able to utilize the concepts in order to lead a high-functioning team project success.
3/24/2020- 3/25/2020 - 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	$400	KS Department of Transportation (KDOT) - **Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This 3-day course is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features & powerful functionality of Crystal Reports. This course delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions.
3/27/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

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April 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/7/2020 - 1:00 PM to 4:00 PM	Kansas Project Management Methodology Executive Overview	$0	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process & project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/6/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
4/13/2020 - 9:30 AM to 12:00 PM	Kansas Active Shooter Mitigation - KASM (ID: 1080936)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives.
4/15/2020- 4/16/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
4/23/2020 - 8:30 AM to 11:30 AM	Business Writing Workshop (RVHR1303)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Whether your customers are external or internal to the organization, building customer relations starts with effective customer correspondence. If your customer correspondence entails giving instructions, handling complaints or refusing requests, this workshop is for you. In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization & readability. This course looks at writing from a value-added approach. This is not a grammar course.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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May 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/1/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (DofA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/5/2020-5/6/2020 - 8:30 AM to 4:30 PM	Mastering the Interview & Gathering of Project Requirements	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course will teach participants how to analyze the information & expedite the desired goals, objectives & outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed & measurable & needed for project success.
5/13/2020-5/14/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
5/22/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

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June 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/8/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.

Date/Time	Course	Cost	Contact/Registration	Location	Audience	Description
6/16/2020-6/17/2020 - 8:30 AM to 4:30 PM	Agile Project Management	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This 2-day course will examine the focus of energizing, empowering & enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value & process to actively involve the customer in delivering features & functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project.
6/23/2020 - 9:30 AM to 2:30 PM	Self Defense for State Employees with Hands on Activities (ID: 1081743)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This introductory training workshop will provide individuals education through presentations & hands on activities related to self defense principles & techniques. Participants will learn situational awareness techniques, simple self defense techniques and have the opportunity to demonstrate self defense techniques. The afternoon portion of the course focuses on the hands on activities. Participants can attend just the morning portion of the course if they do not wish to participate in the hands on activities.
6/25/2020 - 8:30 AM to 3:30 PM	Project Management (RVHR3505)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Not just for managers! If you have ever painted a room in your house or coordinated the holiday luncheon, you already have experience in project management. This course will look at a structured approach to Project Management that will give you tips to improve your management skills as well as new ideas & approaches to team building.
6/30/2020 - 8:30 AM to 11:30 AM	Generational Differences (RVHR4007)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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July 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/6/2020-7/10/2020 7/20/2020-7/24/2020 and; 8/3/2020-8/7/2020 - 8:30 AM to 4:30 PM	Kansas Project Management Methodology Certification	$1,655	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized. *For certification as a State of Kansas IT Project Manager, the participant must complete all three weeks of class & successfully pass a final examination.*
7/9/2020 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPJuly2020	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
7/14/2020 - 12:30 PM to 3:30 PM	Professionalism 101 (RVHR1400)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will cover composing solid cover letters, creating & updating portfolios & resumes, the interview process & what to do after the interview.
7/15/2020 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill.
7/21/2020 - 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will give you concrete ways to deal with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate, bullies to back off, wallflowers to open up, chronic complainers to quiet down & it will demonstrate how your actions can be inadvertently creating the difficult people in your life!

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/22/2020 - 12:30 PM to 4:00 PM and; 7/23/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills.
7/24/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	KS Health & Environmental Laboratories Training Rm	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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August 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/3/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.

Date	Course	Cost	Hosting Agency / Contact	Location	Audience	Description
8/5/2020- 8/6/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
8/11/2020 - 8:30 AM to 12:00 PM	On the Job Trainer (RVHR1060)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course is a Train-the-On-the-Job Trainer workshop. It provides guidelines for planning & conducting effective on-the-job training sessions. On the Job Training is characterized as a less formal training method whose purposes is to provide trainees the skills required to perform their job. It is often facilitated by subject matter experts who do not have a background in training. This course will outline a 4-step plan that allows anyone to create on-the-job training programs that help employees develop essential skills & improve performance.
8/11/2020 - 9:30 AM to 12:00 PM	Kansas Active Shooter Mitigation - KASM (ID: 1080936)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Room 530	All Employees	This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives.
8/18/2020 - 8:30 AM to 11:30 AM	Left or Righty? (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Ever wonder why a co-worker is habitually late to meetings & you are always 10 minutes early? Or why you like to keep lists of work to be done & your cube buddy uses post-it notes to keep track of assignments? Are you a Lefty or Righty? Is a unique time management course designed to provide you with techniques of staying organized that best fit your brain preference. During this course, you will discover whether you are left, or right brain dominant & which time management techniques fit your natural preferences.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/8/2020 - 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales: Extraversion - Introversion Sensing - Intuition Thinking - Feeling Judging - Perceiving The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others.
9/10/2020 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPSept2020	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
9/15/2020- 9/17/2020 - 8:30 AM to 4:30 PM	Agile Project Management with Scrum	$350	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members & each aspect of running projects using Scrum methodologies. Participants will learn how to shift the roles from a traditional project manager to ScrumMaster. This course will also include situations to challenge participants with what Scrum is & is not.
9/16/2020- 9/17/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.

September 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/24/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.
9/29/2020 - 1:00 PM to 4:00 PM	Kansas Project Management Methodology Executive Overview	$0	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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October 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/6/2020 - 8:30 AM to 11:30 AM	Generational Differences (RVHR4007)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.
10/8/2020 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPOct2020	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
10/9/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.

Date/Time	Course	Cost	Contact	Location	Audience	Description
10/13/2020 - 8:30 AM to 4:30 PM	Project Risk Management	$140	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course will teach participants how to examine & measure objectives within cost, schedule & cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication & risk planning.
10/14/2020- 10/15/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Miranda Lang** at: Miranda.Lang@ks.gov For **accommodations/questions** contact **Katrina Kosmala** at: Katrina.Kosmala@ks.gov or (785) 368-7037.	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom.
10/14/2020- 10/15/2020 - 8:30 AM to 4:40 PM	Project Risk Management Advanced	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This 2-day course will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing & monitoring data & the responses to combat risk.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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November 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/3/2020 - 12:30 PM to 4:00 PM and; 11/4/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous

If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |
11/5/2020 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill.
11/6/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (DofA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/10/2020 - 8:30 AM to 11:30 AM	Coping with Stress (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/19/2020 - 8:30 AM to 11:30 AM	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) - Register **online** at: https://www.surveymonkey.com/r/PMPNov2020	Landon State Office Building, Conference Room 560	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
11/20/2020 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. **NOTE**: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact **Jonathan Wood** at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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December 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/11/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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