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.

July 2020 Course Information

Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/16/2020 - 10:30 AM to 11:30 AM	*FEATURED* Emotional Intelligence	$0*	KS Department of Administration (DofA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/Emotional-Intelligence2020	Landon State Office Building, Conference Rm 509	All Employees	Implementing discipline over our emotional life is difficult & requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves & our lives and increase our productiveness overall. Upon completion, participants will be able to describe the difference between intelligence & emotional intelligence & describe strategies for improving emotional intelligence.
7/14/2020 - 8:30 AM to 12:30 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.
7/14/2020 - 9:00 AM to 3:30 PM	Word 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	This course will explore the Word environment. Participants will create/save/close documents, use the Help system, navigate in a document, use some of Word's automated tasks, use basic editing techniques & use the undo/redo commands. Participants will also select/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, aligning paragraphs, creating lists, setting paragraph indents & line spacing. Participants will receive the books electronically along with the classroom student practice files.
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.

Date/Time	Course	Cost	Agency/Contact	Location	Audience	Description
7/15/2020-7/16/2020 - 9:00 AM to 3:30 PM	Access 2016 Level 3	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	In this course participants will use SQL statements & examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button, create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria & create action queries to add/delete/modify data in tables & to create new tables. Participants will also create/run macros to automate tasks & attach macros to the events of database objects, create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys & AutoExec macros & create macros to import/export database objects. Upon completion, participants will import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents. Participants will receive the books electronically along with the classroom student practice files.
7/16/2020 - 9:00 AM to 3:30 PM	Outlook 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	Participants in this course 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. Participants will receive the books electronically along with the classroom student practice files.
7/20/2020-7/24/2020 - 8:30 AM to 4:30 PM	Kansas Project Management Methodology II	$1,655	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://ebit.ks.gov/kito/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.*
7/21/2020 - 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	Cost	Agency/Contact	Location	Audience	Description
7/21/2020-7/22/2020 - 9:00 AM to 3:30 PM	Crystal Reports Writer Level 1	$270	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	This course is designed for new users of Crystal Reports 2016. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports. Participants will receive the books electronically along with the classroom student practice files.
7/21/2020-7/22/2020 - 9:00 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.
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.

Date/Time	Course	Cost	Sponsor/Contact	Location	Audience	Description
7/23/2020 - 3:00 PM to 4:00 PM	Mindfulness: Being Present in Your Work & Life	$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/register/3052441494789630979	Online Webinar	All Employees	The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, & often operate on "auto-pilot" to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. We miss living in the present moment because we fail to pay attention to it. Mindfulness is about waking up to the present moment & paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This webinar discusses mindfulness & how to incorporate its practice into your life.
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 **Michael McNulty** at Mike.McNulty@ks.gov, for any certification fee questions & payment.
7/29/2020 - 8:30 AM to 9:30 AM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@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. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
7/29/2020 - 9:00 AM to 3:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.
7/29/2020- 7/30/2020 - 9:00 AM to 3:30 PM	Adobe DC with Forms	$80	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/29/2020 - 1:00 PM to 2:00 PM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@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. Employees will learn how these laws apply to them & their workplace. Understanding the ethical guidelines & laws that each state employee must follow will ensure their continued success & productivity without fear or reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request.
7/30/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 3	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	In this course, participants will 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 participants specify & use data forms to add data. Participants will also use the Pivotable & PivotChart wizard to create a PivotTable for analyzing & comparing large amounts of data, change PivotTable view by moving fields & hiding & showing details, improve the appearance of a PivotTable by changing its field settings & applying a format & create a PivotTable to graphically display data from a PivotTable. Upon completion, participants will be able to export/import data from/to Excel to a text file, import XML data into a workbook, export data from a workbook to a XML data file, use Microsoft Query & the Web Query feature to import data from external databases. Participants will receive the books electronically along with the classroom student practice files. Participants will receive the books electronically along with the classroom student practice files.

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.

August 2020 Course Information

***Please note training courses are subject to change due to COVID-19.**

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/3/2020- 8/7/2020 - 8:30 AM to 4:30 PM	Kansas Project Management Methodology III	$1,655	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://ebit.ks.gov/kito/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.*

Date/Time	Course	Cost	Sponsor/Registration	Location	Audience	Description
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.
8/4/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.
8/4/2020- 8/5/2020 - 9:00 AM to 3:30 PM	Access 2016 Level 1	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.
8/6/2020 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium	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. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.

Date/Time	Course	Cost	Agency/Contact	Location	Audience	Description
8/6/2020 - 9:00 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	This course will go over how to create and format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document. Participants will receive the books electronically along with the classroom student practice files.
8/6/2020 - 1:00 PM to 3:00 PM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium	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. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
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.

Date/Time	Course	Cost	Provider/Contact	Location	Audience	Description
8/13/2020 - 9:00 AM to 11:00 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	KDOT District 4 HQ 1502 S Washington Chanute, KS South Building South 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. In this course, participants will explore the meaning of Cultural Diversity & reflect on what diversity means to us individually. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
8/13/2020 - 12:30 AM to 3:30 PM	The 5 Waves of Trust	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	KDOT District 4 HQ 1502 S Washington Chanute, KS South Building South 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. Eight 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 five layers of trust in the workplace to which leaders must be attuned: Self Trust, Relationship Trust, Organizational Trust, Market Trust & Societal Trust.
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.
8/18/2020- 8/20/2020 - 8:30 AM to 4:30 PM	Leadership Basics	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	Supervisors	This three 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.
8/18/2020 - 9:00 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	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. Participants will receive the books electronically along with the classroom student practice files.

8/20/2020 - 9:00 AM to 3:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **Ingrid Vandervort** at: Ingrid.Vandervort@ks.gov *After registering, participants will receive an appointment from the instructor with a link to join via Teams.*	Microsoft Teams	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create & manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and 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 e-mail. Participants will receive the books electronically along with the classroom student practice files.
8/20/2020 - 3:00 PM to 4:00 PM	Developing Grit: Strategies for Success in Work & Life	$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/regi ster/2624205905026595075	Online Webinar	All Employees	Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal & professional life. Grit involves several elements: passion & purpose, development of habits & coping with unpleasant emotions such as fear, discouragement or embarrassment. This webinar will examine the nature of grit & identify specific methods for developing it.
8/27/2020 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Leslie Fisher** at: Leslie.Fisher@ks.gov	Eisenhower State Office Building, 4th Floor, Auditorium	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. Participants will also explore different ways we form opinions about other people & how these opinions can impact our communication styles/behavior in a positive or negative way.
8/27/2020 - 10:30 AM to 11:30 AM	Improving Your Memory	$0*	KS Department of Administration (DofA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/Im proveMemory	Landon State Office Building, Conference Rm 509	All Employees	Our ability to remember things is one of the most useful tools we have in our work & home lives, but the amount of things we are trying to remember at once can sometimes be overwhelming. What do you do if you have a bad memory? The truth is, most people don't have bad memories, they just haven't learned how to use their memory efficiently. Memory is a skill, & like any skill, with practice it can be developed & improved. This course offers participants tips & tools for improving their memory skills.

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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September 2020 Course Information

Please note training courses are subject to change due to COVID-19.

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://ebit.ks.gov/kito/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) - **Leah Sawyer** at: Leah.M.Sawyer@ks.gov	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
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.
9/24/2020 - 10:30 AM to 11:30 AM	Balancing Work & Life	$0*	KS Department of Administration (DofA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/BalanceWork-Life	Landon State Office Building, Conference Rm 509	All Employees	Using the philosophy that "those who are happy at home perform better on the job," this course was developed for those who feel burdened with too many responsibilities & without enough time for personal enjoyment. This course will help participants explore & define home responsibilities, identify career requirements & prioritize leisure time. The resulting better balance will help achieve more in one's career & at home.
9/24/2020 - 3:00 PM to 4:00 PM	Tools to Handle Stress	$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/register/3108706803317836291	Online Webinar	All Employees	This Stress Management course focuses on specific, practical activities to reduce stress. Whatever happens to be causing your stress, these techniques can help you cope.
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://ebit.ks.gov/kito/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.

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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October 2020 Course Information

***Please note training courses are subject to change due to COVID-19.*

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.

Date/Time	Course	Cost	Contact/Registration	Location	Audience	Description
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.
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://ebit.ks.gov/kito/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 - 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.
10/14/2020-10/15/2020 - 8:30 AM to 4:30 PM	Leadership & Supervisory Issues (LSI)	$0*	KS Department for Children & Families (DCF) - **Leah Sawyer** at: Leah.M.Sawyer@ks.gov	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://ebit.ks.gov/kito/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.

Date/Time	Course	Cost	Contact/Registration	Location	Audience	Description
10/22/2020 - 10:30 AM to 11:30 AM	Happiness: A Key to Life's Satisfaction	$0*	KS Department of Administration (DofA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/Happiness2020	Landon State Office Building, Conference Rm 509	All Employees	Why do some people seem happy & others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness & that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves & follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This course incorporates a brief happiness questionnaire, a description of the various factors associated with happiness & concludes with a substantive discussion of specific ways to increase your happiness potential.
10/22/2020 - 3:00 PM to 4:00 PM	"Let's Talk Politics": How to Have Impassioned Disagreements Without Damaging Relationships	$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/register/7192154450412657667	Online Webinar	All Employees	Most people believe their social & political views are based on fact & reflect their important values. Therefore, having conversations about sensitive topics such as politics, racism, & social issues can cause strain on relationships with friends, family & co-workers. Instead of allowing political discussions to destroy these relationships, what if we could use these conversations to examine our own beliefs, look at facts & find common ground?
10/28/2020 - 8:30 AM to 4:30 PM	Tools for Crucial Conversations (T4CC)	$0*	KS Department for Children & Families (DCF) - **Leah Sawyer** at: Leah.M.Sawyer@ks.gov	DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room	Managers & Supervisors	Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies.

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

***Please note training courses are subject to change due to COVID-19.**

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
11/18/2020 - 10:30 AM to 11:30 AM	Strengthening Your Ability to Empathize	$0*	KS Department of Administration (DofA) and ComPsych - Register **online** at: https://www.surveymonkey.com/r/Empathize2020	**Landon State Office Building, Conference Rm 509**	All Employees	Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions & being sensitive to their situation is vital to communicate more effectively& build better relationships. This course will address ways to improve your capacity to demonstrate empathy.
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.
11/19/2020 - 3:00 PM to 4:00 PM	Gratitude: A Skill for Happier Living	$0*	KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/#register/5623783576762316035	Online Webinar	All Employees	Gratitude is a skill anyone can learn as an alternative to regret & fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships & be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day.
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.

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December 2020 Course Information

***Please note training courses are subject to change due to COVID-19.**

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.

| 12/17/2020 - 3:00 PM to 4:00 PM | Managing Holiday Stress | $0* | KS Department of Health & Environment (KDHE) & ComPsych - Register **online** at: https://register.gotowebinar.com/#register/6243014232003177475 | Online Webinar | All Employees | The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are the keys to an enjoyable holiday season. This webinar provides an overview of common stressors people encounter during the holidays, & offers "stress buster" tips to help you get the most possible enjoyment out of the season. |

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

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