

# TRAINING OPPORTUNITIES

REV 10/8/2021

## 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](http://www.guidanceresources.com).

## On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) -  Visit online at: <a href="http://www.da.ks.gov/ps/training/pmp/">http://www.da.ks.gov/ps/training/pmp/</a>	Online	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 course also 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.
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) -  Visit online at: <a href="http://www.da.ks.gov/ps/training/lectora%20harassment-2/">http://www.da.ks.gov/ps/training/lectora%20harassment-2/</a>	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 <b>KANSAS TRAIN</b> at <a href="https://www.train.org/ks/">https://www.train.org/ks/</a> , register/login, & look up by Course ID#	Online	All Employees	<u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations.  <u>Successfully Dealing with Challenging Customers:</u> 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: <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>	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) -  <b>Visit online at:</b> <a href="http://da.ks.gov/ps/training/employee_fmla5/">http://da.ks.gov/ps/training/employee_fmla5/</a>	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 <b>KANSAS TRAIN</b> at <a href="https://www.train.org/ks/">https://www.train.org/ks/</a> , register/login, & look up by Course ID#	Online	All Employees	<b>HIPAA Awareness:</b> 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.  <b>HIPAA: Allowable Disclosures &amp; Safeguards:</b> 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.  <b>HIPAA: Right to Access &amp; Documentation:</b> 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) -  <b>Ruth Glover</b> at: <a href="mailto:Ruth.Glover@ks.gov">Ruth.Glover@ks.gov</a>	Webinar via Microsoft Teams	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) -  <b>Megan Rohleder</b> at: <a href="mailto:Megan.Rohleder@ks.gov">Megan.Rohleder@ks.gov</a> or <b>Ethan Anderson</b> at: <a href="mailto:Ethan.Anderson@ks.gov">Ethan.Anderson@ks.gov</a>	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) -  <b>Megan Rohleder</b> at: <a href="mailto:Megan.Rohleder@ks.gov">Megan.Rohleder@ks.gov</a> or <b>Ethan Anderson</b> at: <a href="mailto:Ethan.Anderson@ks.gov">Ethan.Anderson@ks.gov</a>	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) -  <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	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. <b>Visit</b> <a href="http://kslib.info/LEL">http://kslib.info/LEL</a> & <b>register</b> for your personal account & use these materials. <i>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, &amp; Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</i>
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) -  <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	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. <b>Visit</b> <a href="http://kslib.info/uclass">http://kslib.info/uclass</a> & <b>register</b> for a personal account to join or audit a course.  <i>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 &amp; Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</i>
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) -  <b>Crystal Schlicher</b> at: <a href="mailto:cschlicher@compsych.com">cschlicher@compsych.com</a>	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.  <b>Call</b> 1.888.275.1205 Option 1 or <b>go online</b> at <a href="http://www.guidanceresources.com">www.guidanceresources.com</a> (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.

## October 2021 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
10/19/2021-10/20/2021 - 9:00 AM to 3:30 PM	<b>**FEATURED**</b> Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) -  <b>Andreana Albott</b> at: <a href="mailto:Andreana.Albott@ks.gov">Andreana.Albott@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	Microsoft Teams	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.  Participants will receive the books electronically along with the classroom student practice files.
10/12/2021-10/13/2021 - 9:00 AM to 3:30 PM	Access 2016 Level 1	\$60	KS Department of Transportation (KDOT) -  <b>Andreana Albott</b> at: <a href="mailto:Andreana.Albott@ks.gov">Andreana.Albott@ks.gov</a>	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.
10/12/2021 - 10:30 AM to 11:30 AM	Emotional Intelligence	\$0*	KS Department of Administration (DofA) and ComPsych -  To <b>register</b> , visit: <a href="https://www.surveymonkey.com/r/Intelligence2021">https://www.surveymonkey.com/r/Intelligence2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	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 & increase our productiveness overall.
10/14/2021 - 9:00 AM to 3:30 PM	Outlook 2016 Level 2	\$60	KS Department of Transportation (KDOT) -  <b>Andreana Albott</b> at: <a href="mailto:Andreana.Albott@ks.gov">Andreana.Albott@ks.gov</a>  <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	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.

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.

## November 2021 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
11/3/2021 - 10:30 AM to 11:30 AM	Gratitude: A Skill for Happier Living	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	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.
11/9/2021 - 10:30 AM to 11:30 AM	Laughter, Humor & Play to Reduce Stress & Solve Problems	\$0*	KS Department of Administration (DofA) and ComPsych -  To register, visit: <a href="https://www.surveymonkey.com/r/Laugh2021">https://www.surveymonkey.com/r/Laugh2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	Professional comedians shouldn't be the only people to use smiling, laughter, humor & play as part of their daily routine. These skills are valuable for everyone. A good smile has long been a key tool for anyone who needs to influence others. Laughter is now shown to improve our pain tolerance. Humor & play can be the building blocks of problem-solving. Together they can improve our happiness & effectiveness.

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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## December 2021 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
12/1/2021 - 10:30 AM to 11:30 AM	Rewards & Challenges of Blended Family	\$0*	KS Department of Administration (DofA) and ComPsych -  <a href="#">Click here to register online</a>	Online Webinar	All Employees	With more than half of all marriages ending in divorce, & the majority of divorced individuals finding new partners, the number of blended families is growing. This type of situation can create a range of challenging issues, both practical & emotional. Patience, understanding & open communication can help make the transition smoother for everyone.
12/16/2021 - 10:30 AM to 11:30 AM	Making the Most of Family Occasions	\$0*	KS Department of Administration (DofA) and ComPsych -  To register, visit: <a href="https://www.surveymonkey.com/r/FamilyOccasions2021">https://www.surveymonkey.com/r/FamilyOccasions2021</a>	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	If you are a parent you probably share an almost universal desire to make family occasions special for your children. You also may have to overcome certain obstacles in creating your own special experiences with your children such as finances, distance from family members, & the special circumstances created by divorce, step-parenting & blended families. Many parents work overtime only to find themselves frustrated by the experience & doubtful that the end result was particularly meaningful to their children.

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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