

TRAINING OPPORTUNITIES

REV 9/9/2021

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.

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: http://www.da.ks.gov/ps/training/pmp/	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: 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	<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: 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/employee_fmla5/	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	<u>HIPAA Awareness:</u> 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. <u>HIPAA: Allowable Disclosures & Safeguards:</u> 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. <u>HIPAA: Right to Access & Documentation:</u> 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	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) - 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. <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, & 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) - 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. <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 & 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) - Crystal Schlicher at: cschlicher@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.

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September 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
9/28/2021 - 8:30 AM to 11:30 AM	**FEATURED** Myers-Briggs Type Indicator (RVHR1000)	\$35	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Virtual	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.
9/14/2021 - 8:30 AM to 12:30 PM	Business Writing Workshop (RVHR1303)	\$0*	KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov	Virtual	All Employees	This course provides participants with an understanding of the purpose and benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as an understanding of their own MBTI personality type. During this class, 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. You can depend on this assessment when you need to make 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 four scales.
9/14/2021 - 10:00 AM to 11:30 AM	AMP Overview	\$0	KS Information Technology Office (KITO) - Cole Robison at: Cole.Robison@ks.gov Visit online at: https://ebit.ks.gov/kpat/kpat-event/2021/09/14/default-calendar/amp-training	Microsoft Teams	All Employees	Help ensure your websites grant barrier-free access to all, including people with disabilities. This webinar will provide an overview of the Accessibility Management Platform (AMP), a tool for assessing the accessibility of web-based services and content. It will cover AMP basics, testing with AMP, reviewing AMP reports, and using the Access Assistant browser extension. Presented by Level Access, creator of AMP.

<p>PMM III 9/15/2021- 9/19/2021</p> <p>All classes: 8:30 AM to 4:30 PM</p>	<p>Project Management Methodology III</p>	<p>\$1,655</p> <p><i>*combined cost for all 3 courses</i></p>	<p>KS Information Technology Office (KITO) -</p> <p>Celena Ramirez at: Celena.M.Ramirez@ks.gov</p> <p>Visit online at: http://ebit.ks.gov/kito/training</p>	<p>To Be Determined</p>	<p>Project Managers</p>	<p>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 & 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.</p> <p><i>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, & III and successfully pass a final examination.</i></p>
<p>9/16/2021 - 9:00 AM to 3:30 PM</p>	<p>Outlook 2016 Level 1</p>	<p>\$60</p>	<p>KS Department of Transportation (KDOT) -</p> <p>Andreana Albott at: Andreana.Albott@ks.gov</p> <p><i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i></p>	<p>Microsoft Teams</p>	<p>All Employees</p>	<p>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.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>
<p>9/23/2021 - 9:00 AM to 3:30 PM</p>	<p>Excel 2016 Level 2</p>	<p>\$60</p>	<p>KS Department of Transportation (KDOT) -</p> <p>Andreana Albott at: Andreana.Albott@ks.gov</p> <p><i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i></p>	<p>Microsoft Teams</p>	<p>All Employees</p>	<p>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.</p> <p>Participants will receive the books electronically along with the classroom student practice files.</p>

9/23/2021 - 10:30 AM to 11:30 AM	Bringing Out the Best In Others	\$0*	KS Department of Administration (DofA) and ComPsych - To register , visit: https://www.surveymonkey.com/r/BringingBest2021	Landon State Office Building, 900 SW Jackson, Rm 501, Topeka KS	All Employees	Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating & inspiring their friends, family members & coworkers. In this course, participants will learn how to do their part to make sure others are at their best around them.
9/30/2021 - 9:00 AM to 3:30 PM	Word 2016 Level 1	\$60	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	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.

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 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
10/5/2021 - 8:30 AM to 4:30 PM	Project Cost Management	\$140	KS Information Technology Office (KITO) - Celena Ramirez at: Celena.M.Ramirez@ks.gov Visit online at: http://ebit.ks.gov/kito/training	To Be Determined	Project Managers	This one-day course will focus on basic cost management theories and techniques. Students will learn how to give value to the customer beyond cost. There will also be a discussion on ways to get the project back on track and how to adjust budgeting issues during over expenditures. This course will follow one or more of Project Management Institute's knowledge areas of the PMBOK® Guide.
10/5/2021- 10/6/2021 - 9:00 AM to 3:30 PM	SQL Fundamentals	\$80	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	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. Participants will receive the books electronically along with the classroom student practice files.

10/6/2021 - 10:30 AM to 11:30 AM	Mindfulness: Being Present in Your Work & Life	\$0*	KS Department of Administration (DofA) and ComPsych - Click here to register online	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. 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 course discusses mindfulness & how to incorporate its practice into your life.
10/7/2021 - 9:00 AM to 3:30 PM	Word 2016 Level 2	\$60	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov <i>After registering, participants will receive an appointment from the instructor with a link to join via Teams.</i>	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.
10/12/2021- 10/13/2021 - 9:00 AM to 3:30 PM	Access 2016 Level 1	\$60	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	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 register , visit: https://www.surveymonkey.com/r/Intelligence2021	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) - Andreana Albott at: Andreana.Albott@ks.gov <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.
10/19/2021- 10/20/2021 - 9:00 AM to 3:30 PM	Access 2016 Level 2	\$80	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov <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.

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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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 - Click here to register online	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: https://www.surveymonkey.com/r/Lau_gh2021	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.

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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 CompPsych - Click here to register online	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 CompPsych - To register , visit: https://www.surveymonkey.com/r/FamilyOccasions2021	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.

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