

TRAINING OPPORTUNITIES

REV 8/30/2022

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 FMLA 5/	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	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 Demand	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Burton at: Megan.Burton@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov Available in the KLPM Search for Course# DofA2022ER1	Online	Records Officers or Designees; All Employees	Records Management 101: This presentation covers the basic information needed to successfully manage records in your office, including key terms, records laws, boards and committees involved with records management, and how to create or update your agency's retention schedules. <i>Length: 26 Minutes</i>

On Demand	Electronic Records	\$0*	KS Historical Society (KSHS) - Megan Burton at: Megan.Burton@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov Available in the KLPM Search for Course# DofA2022RM1	Online	Records Officers or Designees; All Employees	Electronic Records: Meant to be taken in conjunction with Records Management 101, this presentation focuses on electronic records. It covers access and preservation issues inherent with electronic records, provides tips for managing and preserving them, and shares ways to protect yourself for cyber threats. <i>Length: 15 Minutes</i>
On Demand	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov Available in the KLPM Search for Course# DofA2022SDC1	Online	All Employees	Shared Drive Clean Up: This course covers the basics of cleaning up an agency or division shared drive. It identifies problems inherent with shared drives and steps agencies can take to properly manage them, including file naming guidelines, folder structures, and programs/software that identify duplicate records. The course includes demonstrations of software used by the Kansas State Historical Society to manage its shared drive. <i>Length: 20 Minutes</i>
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Tracey Boswell at: Tracey.Boswell@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) - Tracey Boswell at: Tracey.Boswell@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) - Paul Roberts at: Paul.Roberts@ks.gov	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.
On-going First Thursday of each month 12pm-130pm	KISO Back 2 Basics - Lunch and Learns	\$0*	Kansas Information Security Office Microsoft Teams meeting Join on your computer or mobile app	Online - Teams	IT Professionals	Back 2 Basics: Align IT Operations and Security Operations Identify foundational components and practices to build secure environments Identify resources available to agencies
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.						

September 2022 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
9/7/2022 8:30 to 11:30 am	Business Writing Workshop	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	Online	All Employees	In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization, and readability. This course looks at writing from a value-added approach.
9/7/2022 1:00 to 3:00 PM	Kansas Project Management Methodology Executive Overview	\$0*	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	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. This course is designed to provide an understanding of project concepts, roles and responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during, planning, execution, and close-out.

9/7/2022 1:00 to 4:00 PM	Getting on the Right Track	\$0*	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	ESOB - Eisenhower State Office Building-700 SW Harrison, Check in at the Security Desk, 4th floor-East Tower	All Employees	Available to Supervisors, looking to develop their understanding as to why effective leadership is an important aspect of effective organization success. Objectives: <ul style="list-style-type: none"> • Learn how to establish and build successful leadership skills that will enable all KDOT employees to participate in creating a positive and productive work environment. Identify ways to build trust with others in the organization. • Understand how leadership skills depend on and interact with each other. • Explore how leadership learning experiences strengthen your own skills, while building those of your team members and customers. • Learn how to successfully apply skills acquired during training daily with work groups at all levels of KDOT.
9/8/2022 8:30 to 11:30 AM	Pushing Past Your Limits	\$0*	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	ESOB - Eisenhower State Office Building-700 SW Harrison, Check in at the Security Desk, 4th floor-East Tower	All Employees	This course challenges participants to explore the practical application of “accountability” in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. We need to take ownership of our work, commit to doing it right, and on time. In addition, we must continue to help our co-workers to succeed at their task as appropriate. Objectives: <ul style="list-style-type: none"> • Describe the benefits of accountability in the workplace. • Identify concrete examples of accountable behaviors. • Demonstrate techniques for making accountability an everyday habit.
9/14-9/15/22	MS Access Level 2	\$80	KS Department of Transportation (KDOT) - Susan Colvin at: Susan.L.Colvin@ks.gov Please understand if you are signing up for a seat and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. If you have the appropriate licensing for the software training, you are signing up for..	Online	All Employees	Normalize tables, set table relationships, and implement referential integrity between related tables. Create a Lookup list field, modify Lookup field properties, and use a Subdatasheet to add data to related tables. Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. Add unbound controls, graphics, calculated fields, and a combo box to a form.
9/19/2022 9:00 am to 12:00 pm	KDHE: Self Defense for State Employees with Hands On Activities (1081743)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov	KDHE, CSOB Conference Room 530	All Employees	This introductory training will provide individuals education through presentations and hands on activities related to self defense principles and techniques.

9/19/2022 1:30 to 3:30 pm	KDHE: Kansas Active Shooter Mitigation (KASM) (1080936)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	KDHE, CSOB Conference Room 530	All Employees	The Kansas Active Shooter Mitigation (KASM) training provides staff information and knowledge to address an active shooter or other violent act to help assure their safety.
9/21/2022 9:00 to 11:00 am	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	KDHE, CSOB Conference Room 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 and performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings, and tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
PMM I 9/19/22 - 9/23/22 PMM II 10/3/22 - 10/7/22 PMM III 10/17/22 - 10/21/22 All classes: 8:30 AM to 4:30 PM	Project Management Methodology	\$1,655	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination. This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association and 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 and knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information and will support certifications which are globally recognized.
9/22/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>

9/22/2022 8:30 am to 4:00 pm	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov	KDHE, CSOB Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
9/28/2022	MS Excel Level 2	\$60	KS Department of Transportation (KDOT) - Susan Colvin at: Susan.L.Colvin@ks.gov <i>Please understand if you are signing up for a seat and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. If you have the appropriate licensing for the software training, you are signing up for..</i>	Online	All Employees	<p>Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create, and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists, and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.</p>
9/29/2022 8:30 to 11:30 am	Are You a Lefty or a Righty - Time Management	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	Online	All Employees	<p>Are you a lefty or a righty? This unique time management course is designed to provide you with the techniques of staying organized that best fit your brain preference!</p>

October 2022 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
10/6/2022 8:30 am to 12:00 pm	KDOR Respecting Differences in the Workplace	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	300 SW 29th Street, Topeka, Zibell Bldg.	All Employees	This course will provide participants an opportunity to learn about unconscious bias and ways to ensure our workplace is a respectful one for all.

10/6/2022 9:00 AM to 3:30 PM	MS Outlook Level 2	\$60	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	Online	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders.
10/12/2022 1:00 to 2:30 PM	AMP Training	\$0*	Cole Robison kpat@ks.gov https://ebit.ks.gov/kpat/tool/training	Location to be determined	Project Managers	The webinar will cover the basics of the Accessibility Management Platform (AMP). This will include the setup of automated crawlers that test websites and PDF's for ADA, 508, and other accessibility violations. It will also cover understanding the report findings so that users know how to find examples of good code and how to correctly prioritize violations.
10/13/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
10/18/2022 8:30 to 11:30 am	Coping with Stress	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	Online	All Employees	Are you experiencing headaches, muscle tension, feeling anxious or jittery, more irritable or angry than normal, not sleeping, feeling tired or worn out, finding it hard to concentrate? Want to learn proven coping techniques to help yourself?
10/19/2022 9:00 AM to 4:00 PM	MS Word Level 1	\$60	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	Online	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
10/26/2022 8:30 am to 12:00 pm	Generational Differences in the workplace	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	Online	All Employees	Ever ask yourself why certain generations are the way they are? Want to find out why and learn a whole lot more?

10/27/2022 8:30 to 11:30 am	Expressing Yourself with Skill	\$0*	Kansas Department of Revenue George Waters at: George.waters@ks.gov	Online	All Employees	Maintaining positive workplace relationships is critical for all KDOR associates! Allowing individuals to draw out and value different points of view is a key ingredient to successful communication.
10/27/2022 9:00 AM to 3:30 PM	MS PowerPoint Level 1	\$60	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	Online	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.

November 2022 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
11/8/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
11/9/2022 9:00 AM to 4:00 PM	MS Word Level 2	\$60	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	Online	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails.

11/16 to 11/17/2022	MS Excel Level 3	\$60	KS Dept. of Transportation (KDOT) Susan Colvin Susan.L.Colvin@ks.gov	Online	All Employees	Prerequisite: You must have completed Excel Level 2 prior to taking Excel Level 3. Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases. Run a macro.
------------------------	------------------	------	--------------------------------------------------------------------------------	--------	---------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

December 2022 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
-----------	--------------	-----	----------------------	----------	-----------------	---------------------

<p>12/20/2022 8:30 AM to 4:30 PM</p>	<p>Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)</p>	<p>\$0*</p>	<p>KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov</p>	<p>Curtis State Office Building, Conference room 530</p>	<p>All Employees</p>	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
----------------------------------------------	-----------------------------------------------------------------------------------------------------	-------------	------------------------------------------------------------------------------------------------------------	----------------------------------------------------------	----------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------