

Training Opportunities

REV 1/5/2016 10:00 AM

On-Going State Resource

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Corel WordPerfect, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@library.ks.gov	Online	All Employees	LearningExpress Library is a set of online resources funded and made available to all Kansans, at no cost, by the State Library of Kansas. These resources may be accessed through the State Library's website. LearningExpress, LLC is an educational technology company founded with the mission to help adult and student learners improve basic skills required for academic and career success. http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Management Advice, Work-Life Solutions, Monthly Webinars and More!	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: selwell@kdheks.gov or Alec Hawley at: ahawley@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 and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 7 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 and more.
On-going Self- Paced	IT Security Awareness Training (ID# 1059437) HIPAA: An Overview (ID# 1041019) KS New Employee Orientation (NEO) Course (ID# 1051574)	\$0*	Kansas Department of Health & Environment (KDHE) - Visit http://ks.train.org , register/login, and look up by Course ID#	Online	All Employees	<u>IT Security Awareness</u> This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data. <u>HIPAA: An Overview</u> This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research. <u>New Employee Orientation</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	\$0*	Kansas Human Rights Commission (KHRC) - Ruth Glover at ruth.glover@khrc.state.ks.us	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, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.

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

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January 2016 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
1/11/2016 thru 1/13/2016 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	Supervisors	This course allows for new supervisors and up and coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organization. This class demonstrates that leadership, and the process of developing our own leadership abilities and those of others, is often a collection of experiences, courses, training and skills. Includes content on these subjects: Personal & Professional Development; Problem Solving; Adapting at the Speed of Change; Behavior and Social Styles; Stress Management; Professionalism & Ethics; Generations; Coaching to Improve Performance; Personal and Work Related Motivation; Team Productivity Tools; Organizational Commitment.
1/11/2016 and 1/12/2016 8:30 AM to 3:30 PM	Crystal Reports Writer Level 1	\$270	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This is designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design, and the creation of presentation quality reports.
1/13/2016 and 1/14/2016 8:30 AM to 3:30 PM	SQL Fundamentals	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries. Upon class completion students will receive a certificate.
1/14/2016 9:00 AM to 11:00 AM	Mission 'NOT' Impossible: Working Through Generational Bias	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	Understanding the differences in generations is a challenging process. It is anticipated that through training team members of KDOT with "Mission 'NOT' Impossible: Working Through Generational Bias", teams will understand the difference values, beliefs, and morals of each generation that currently makes up our workforce. While the generations have different formative life events, styles, and beliefs, it is vital that team members recognize and accept these differing characteristics to prevent tension and promote a positive working environment.
1/20/2016 3:00 PM to 4:00 PM	Mindfulness: Being Present in Your Work and Life	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: selwell@kdheks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	<p>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, and 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.</p> <p>Mindfulness is about waking up to the present moment and paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This training discusses mindfulness and how to incorporate its practice into your life.</p> <p>http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm</p>
1/21/2016 9:00 AM to 12:00 PM	Four Steps to Better Mentoring	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course is a basic 4-step program which will introduce a practical and positive approach to mentoring not only new employees but training current employees in a new skill. This course is for anyone looking to improve their mentoring and basic training skills.
1/25/2016 8:30 AM to 3:30 PM	Word Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	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.
1/26/2016 9:00 AM to 12:00 PM	The Happiness Advantage	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in life and in the workplace. Participants will learn the importance of overcoming stress and negativity to create a work environment that is pleasant and stimulating. Participants will learn how stress affects team members differently and how to recognize when it is hurting productivity.

1/26/2016 8:30 AM to 3:30 PM	Excel Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.
1/27/2016 8:30 AM to 3:30 PM	Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders
1/27/2016 8:30 AM to 3:30 PM	Access Level 2	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	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.

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February 2016 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
2/4/2016 9:00 AM to 12:00 PM	Coaching to Improve Performance	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course introduces management and supervisors to a positive approach in coaching employees to become better at their jobs. This course takes a hard look at how to effectively coach and evaluate employees. Participants will gain knowledge on how to effectively discipline an employee as well. Participants will learn how to coach by performing the 2-minute challenge.
2/8/2016 8:30 AM to 3:30 PM	Excel Level 2	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	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.
2/9/2016 8:30 AM to 3:30 PM	Word Level 2	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	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 Auto Format 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. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
2/9/2016 9:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT 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 and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
2/10/2016 9:00 AM to 12:00 PM	The Road to Effective Communication	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course is designed to give the participant an awareness of how they communicate with others, and how, with practice they can improve their communication skills.
2/10/2016 and 2/11/2016 8:30 AM to 3:30 PM	Adobe Pro with Forms	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	Students will create PDF documents, convert to different formats, customize settings, edit documents, add bookmarks, etc. They will create interactive forms, import and export form data and print and batch process PDF documents.

2/15/2016 8:00 AM to 4:30 PM	PowerPoint Level 1	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AushoShapes, 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.
2/16/2016 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: 296-7102 or beverlyf@doc.ks.gov	Hutchinson Correctional Facility Old School House	Case Managers	Offender Job Preparation is a seminar designed to provide case managers with the information and tools needed to assist offenders prior to and after their release in finding and maintaining meaningful employment which in turn decreases their risk of reoffending.
2/16/2016 and 2/17/2016 8:30 AM to 3:30 PM	Access Level 3	\$80	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower Sunflower Training Room	All Employees	Use SQL statements and examine them in Access, write SQL statements to create queries, and 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, and create action queries to add, delete, and modify data in tables and to create new tables. Create and run macros to automate tasks and attach macros to the events of database objects. Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects. Import Access objects into an active database from another Access database and from Excel, export objects from one active database to another Access database, export and import XML documents.
2/17/2016 8:30 AM to 12:00 PM	Learning to Lead	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead <u>before</u> 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, and discovering the personal values that influence your attitudes and behavior.
2/17/2016 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - Bev Fertig at: 296-7102 or beverlyf@doc.ks.gov	Hutchinson Correctional Facility Old School House	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
2/17/2016 9:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT 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 and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
2/18/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and 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 and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and 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 and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
2/18/2016 8:30 AM to 3:30 PM	Excel Level 3	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	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

2/18/2016 3:00 PM to 4:00 PM	Communication Skills To Enhance Relationships	\$0*	Employee Assistance Program (KDHE) - Shannon Elwell at: selwell@kdheks.gov or Alec Hawley at: ahawley@compsych.com	Online	All Employees	Communication is a fine art that we often take for granted. It takes more than physical and verbal abilities to communicate. It takes energy along with the ability to offer support and demonstrate understanding and compassion when communicating within your family, friends and workplace. Whether its an expectation, emotion, question or other message, openness and willingness to communicate improves overall quality of communication with others. http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm
2/22/2016- 2/26/2016 8:00 AM to 5:00 PM	40-Hour Training of Trainers	\$0*	KS Dept. of Corrections (KDOC) - Kevin Smith at: kevin.smith@doc.ks.gov	Topeka Correctional Facility	New Trainers	This course is a 40-hour skill-building workshop for the classroom instructor. Topics include adult learner-centered instruction, conducting training needs assessments, the "Instructional Theory Into Practice" model, developing performance objectives, guidelines for preparing lesson plans, designing instructional strategies, presentation/facilitation skills, designing training aids, training evaluation strategies, and legal issues for trainers.
2/23/2016 - 2/24/2016 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	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 and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
2/23/2016 through 2/25/2016 8:30 AM to 3:30 PM	Crystal Reports Writer Level 2	\$400	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower State Office Building	All Employees	This three day workshop is designed for experienced Crystal Report users. The intent of the course is to increase the design skills and expand into the expert features and powerful functionality of Crystal Reports. This workshop delves into the most complex techniques used for creating reports and solving reporting problems, as well as hands-on practice time with formula solutions.
2/25/2016 1:30 PM to 3:30 PM	Humor in the Workplace	\$0*	KS Dept. of Admin (KDoA) Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 560, Topeka	All Employees	This course explores the benefits of a working environment where employees learn to enjoy their work and each other. A healthy sense of humor sees the fun in everyday experiences, and allows us to take our jobs seriously but ourselves lightly. If you're burned out, stressed out, stuck in a rut, or could simply use some tips to look at your work in a new way, this course may be just the boost you need.
2/29/2016 8:30 AM to 3:30 PM	Outlook 2013 New Features	\$60	KS Dept. of Transportation (KDOT) - Ingrid Vandervort at: Ingrid@Ksdot.org	Eisenhower Sunflower Training Room	All Employees	This course is aimed for students who already have some experience using Microsoft Word, Excel, PowerPoint and Outlook in versions prior to 2013. Students taking this class will be exposed to the new features in Office 2013 in each of these applications. Some overall highlights include: ribbon customization, document navigation and file saving, organizing and presenting data, arranging presentation elements and online and cloud functions.

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March 2016 Course Information						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
3/01/2016 1:00 PM to 4:30 PM	Getting the Most Out of Your Time: Realistic Time Management Fundamentals	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	Landon State Office Bldg Conference Room 509	All Employees	To provide practical tools, practices and tips for assessing, developing, and applying time management skills in order to increase effectiveness and efficiency in the workplace even in these hectic, fast changing times.
3/14/2016 thru 3/16/2016 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	Supervisors	This course allows for new supervisors and up and coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organization. This class demonstrates that leadership, and the process of developing our own leadership abilities and those of others, is often a collection of experiences, courses, training and skills. Includes content on these subjects: Personal & Professional Development; Problem Solving; Adapting at the Speed of Change; Behavior and Social Styles; Stress Management; Professionalism & Ethics; Generations; Coaching to Improve Performance; Personal and Work Related Motivation; Team Productivity Tools; Organizational Commitment.

3/29/2016 8:30 AM to 4:30 PM	Building High Performance Teams	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	Landon State Office Bldg Conference Room 509	All Employees	To equip employees with knowledge and tools needed to build and support highly performing teams in the dynamic workplace of today.
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April 2016 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
4/19/2016 - 4/20/2016 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	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 and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.
4/26/2016 8:30 AM to 4:30 PM	How to Provide Superb Customer Service	\$0*	KS Dept. of Admin (KDoA) - Jolene Flowers at: jolene.flowers@da.ks.gov	Landon State Office Building Room 509, Topeka	All Employees	Provided in a small group setting, this course provides basic information on providing good customer services; identifying who our customers are; how to deal with difficult customers; and why customer service is so important to what we do every day in our work.

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May 2016 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
5/3/2016 8:30 AM to 5:00 PM	Resilient Accord – Exercising Continuity Plans for Cyber Incidents	\$0*	KS Division of Emergency Management (KDEM) - https://ks.train.org - Create an Account/Log In - Search for Course ID: 1043371 Isabel Herrera Schultes at: maria.i.herrera13.nfg @mail.mil	Kansas National Guard Base, 2800 SW Topeka Blvd Topeka, KS Eisenhower Training Center Rm 166	All Employees	The course is to increase State Agencies continuity of operations awareness and discuss how to execute continuity operations during a cyber security event. Objectives of this Course: - Increase organizational awareness about the importance of incorporating cyber security into continuity planning - Establish and enhance relationships between information technology professionals and emergency managers or continuity planners - Discuss how cyber disruptions may impact the performance of essentials functions and identify solutions to address vulnerabilities in existing continuity plans. Prerequisites needed Prior to the Course: IS-546.a –Continuity of Operations Awareness; IS-524 – Continuity of Operation Planner's Workshop; <i>or</i> E/L-550 – Continuity of Operations Planning These Independent Study prerequisite classes (IS) are available free online at - https://training.fema.gov/is/crslist.aspx
5/23/2016 thru 5/25/2016 9:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT 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 and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.

5/23/2016 thru 5/25/2016 8:30 AM to 4:30 PM	Leadership Basics	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	Supervisors	This course allows for new supervisors and up and coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organization. This class demonstrates that leadership, and the process of developing our own leadership abilities and those of others, is often a collection of experiences, courses, training and skills. Includes content on these subjects: Personal & Professional Development; Problem Solving; Adapting at the Speed of Change; Behavior and Social Styles; Stress Management; Professionalism & Ethics; Generations; Coaching to Improve Performance; Personal and Work Related Motivation; Team Productivity Tools; Organizational Commitment.
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June 2016 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
6/9/2016 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and 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 and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and 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 and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
6/28/2016 9:30 AM to 11:30 AM	Ouch! That Stereotype Hurts for Employees	\$0*	KS Dept. of Transportation (KDOT) - Amy Boyles at: aboyles@ksdot.org	Eisenhower State Office Building	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as KDOT 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 and in the end will determine our success. We will explore the meaning of Cultural Diversity. We will reflect on what diversity means to us individually. We will also explore different ways we form opinions about other people and how these opinions can impact our communication styles and behavior in a positive or negative way.
6/28/2016 - 6/29/2016 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - Bill Griffiths at: william.griffiths@dcf.ks.gov	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	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 and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and 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.**