

TRAINING OPPORTUNITIES

REV 1/27/2023

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

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
Ongoing 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.
Ongoing 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.
Ongoing 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.
Ongoing 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.

Ongoing Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employeeefmla5/	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.
Ongoing Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
Ongoing 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>
Ongoing Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review

Ongoing Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-dubois@ks.gov	Online	All Employees	<p>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.</p> <p>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</p>
Ongoing 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	<p>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.</p> <p>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.</p>
Ongoing 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	<p>Back 2 Basics: Align IT Operations and Security Operations Identify foundational components and practices to build secure environments Identify resources available to agencies</p>
On Demand 2 Hour Class	KDOR Team Building: Low Key ComplEXITY	\$0*	Please provide us with your SHARP ID#/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	<p>This is a teamwork training activity with a special emphasis on managing a multi-faceted task. It requires teams to prioritize various tasks, identify strengths and weaknesses, and encourages team spirit. It is designed to be engaging, energizing, fun and memorable!</p>

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.

February 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
02/01/2023 1:00 PM	Digital Mindfulness: Taking Control of Your Device and Screen Time	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	This session will present a variety of techniques to gain control over your screen time and will include an overview of best practices for making any behavioral change.
2/7/2023 1:00 PM to 2:00 PM	AMP Training	\$0*	Cole Robison kpat@ks.gov https://ebit.ks.gov/kpat/tool/training	Online	New AMP users or those needing a refresher	The webinar will cover the basics of the Accessibility Management Platform (AMP). This will include the setup fo 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.
2/7/2023 8:30 AM to 3:30 PM	MS Excel Level 1	\$60	kpat@ks.gov	Landon State Office Building, Conference Room 560	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.
02/08/2023 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace	\$0*	https://ebit.ks.gov/kpat/tool/training	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	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. By the end of the session, participants will be able to: Identify the consequences of disrespectful behavior and the benefits of respect in the workplace, Identify unconscious bias, Recognize and prevent harassment, and Demonstrate respect strategies.
2/8/2023 1:00 PM 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 or IT Project Team Members	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.
2/9/2023 9:00 AM - 3:30 PM	MS Excel Level 2	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	Online	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.

2/21/2023 8:30 AM to 12:30 PM	Get the Job 101	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	Need help writing your Cover Letter? Your Resume need work? Your Interview Skills not as awesome as you'd like? The KDOR Learning Center can help!!
2/22- 2/23/2023 2-Day Class 9:00 AM - 3:30 PM	MS Excel Level 3	\$80	KS Dept. of Transportation (KDOT) Susan Colvin at 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.
2/24/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	KDHE, CSOB Conference Room 530	All Employees	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. 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 . The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.
2/24/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.

March 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
03/01/2023 1:00 PM	Eating Healthy on a Budget	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	No matter what your financial situation is, everyone looks for ways to cut down their grocery bills. Don't let the idea that healthy food is expensive keep you from striving for a balanced diet. Take some time to learn new strategies to stick to your budget while enjoying healthy, nutritious foods.
3/8 - 3/9/2023 8:30am - 4:30pm	Hybrid Project Management	\$245	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers or IT Project Team Members	Hybrid Project Management is popular because it combines both Traditional and Agile project management methodologies to plan any project regardless of the industry. This course includes teaching and activities that move beyond using the two popular approaches. It includes seldom discussed areas such as adjusting organizational culture, communication, and authority to support a hybrid environment. The two-day, fast-paced course gives participants skills and techniques for blending a project approach that matches the project to increase success, as well as expand the participants' principles and knowledge of hybrid project management. This course is expansive and includes areas left out of other hybrid courses because it goes further than introducing methodologies and processes to openly discuss issues on authority, communication, and culture changes due to the hybrid methodology.
03/08/2023 8:00 AM to 4:30 PM	Pre-Retirement Planning Seminar	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	This seminar is designed to provide basic information to begin the retirement planning process. It is recommended that associates attend within 3-5 years of their projected retirement date, however, associates are highly encouraged to also attend this seminar a year prior to their projected retirement date to receive updated benefit information.
3/9/2023 9:00 AM - 3:30 PM	MS Windows 11 Basics	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	Online	All Employees	Students will learn how to personalize their desktop, understand Windows (including file, folder searching and management), use the Taskbar and Start Menu as well as understand Libraries. They will use Aero features, the Snipping Tool and look at User Account Controls. The course will also cover how to use the Steps Recorder and using features of Edge. What Aero is and how to use it.
3/14 - 3/15/2023 8:30am - 4:30pm	Mastering the Interview	\$245	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers or IT Project Team Members	This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measurable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of PMBOK Guide.

3/17/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
3/17/2023	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	KDHE, CSOB Conference Room 530	All Employees	<p>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.</p>
3/21/2023 8:30 to 11:30 AM	Myers-Briggs Type Indicator	\$50	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	<p>Differences can be the source of much misunderstanding and miscommunication. At the same time, those differences can be a source of strength for both individuals and teams if you can recognize and embrace the identified characteristics! KDOR's certified practioners can help!</p>
<u>03/22/2023</u> 12:30 to 4:00 PM and <u>03/23/2023</u> 8:30 AM to 12:00 PM	Presentation Skills	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	2-Day Online Course	All Employees	<p>This course will help you identify your strengths in preparing and delivering presentations! You'll learn about: speaking fears and coping mechanisms, writing clear objectives, audience analysis, organization, visual aids, staging, and more!</p> <p>This is a 2-Day course.</p>
3/23/2023 9:00 AM - 3:30 PM	MS Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	Online	All Employees	<p>We have found for this class; it works best as a lecture style class. Students will follow along on the instructor's screen and students will not complete the steps on your end during class. 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.</p>

April 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
04/05/2023 1:00 PM	Get Moving: an Introduction to Exercise	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	The exercise and fitness industry today is saturated with new equipment, technology, and ever-changing trends. Exercise doesn't have to be and should not be so complicated. In this workshop, we revisit the basic concepts of exercise benefits of exercise, types of exercise, and how to begin and progress your exercise program safely.
4/11/2023 9:00 AM to 12:00 PM	KDHE: Kansas Active Shooter Mitigation (KASM) (1080936)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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.
4/11/2023 1:30 PM to 4:30 PM	KDHE: Self Defense for State Employees with Hands On Activities (1081743)	\$0*	https://www.train.org/ks/admin/course/1081743/live_event	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.
4/11/2023 8:30 AM to 12:00 PM	On the Job Trainer Workshop	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	Have you been tasked with training those eager new associates? You want to do your best and the KDOR Learning Center can help you succeed!
4/18/2023 8:30 to 11:30 AM	Business Writing Workshop	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	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!
4/19 - 4/20/2023 8:30am - 4:30pm	Business Analysis Fundamentals	\$245	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers or IT Project Team Members	Business Analysis Fundamentals is a two-day course which will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. This course content was developed using A Guide to Business Analysis Body of Knowledge (BABOK), 3rd edition (IIBA), Business Analysis for Practitioners (PMI), and other top Business Analysis resources.

<p>Week I 4/24/2023 - 4/28/2023</p> <p>Week II 5/8/2023 - 5/12/2023</p> <p>Week III 5/22/2023 - 5/23/2023</p> <p>All classes: 8:30am - 4:30pm</p>	<p>Project Management Methodology</p>	<p>\$1,655</p>	<p>Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training</p>	<p>Online</p>	<p>Project Managers or IT Project Team Members</p>	<p>For certification as a State of Kansas IT Project Manager, the participant must complete the three week course 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.</p>
<p>04/25/2023 8:30 to 11:30 AM</p>	<p>Are You a Lefty or Righty? - Time Management</p>	<p>\$0*</p>	<p>Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you</p>	<p>Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm</p>	<p>All Employees</p>	<p>Ever wonder why a co-worker is habitually late to meetings and you are always 10 minutes early? Or why you like to keep lists of work to be done and your cube buddy uses post-it notes to keep track of assignments? This unique time management course is designed to provide you with techniques of staying organized that best fit your brain preference!</p>
<p>4/28/2023 8:30 AM to 3:00 PM</p>	<p>Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)</p>	<p>\$0*</p>	<p>https://www.train.org/ks/admin/course/1084865/live_event</p>	<p>KDHE, CSOB 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>
<p>4/28/2023 3:00 PM to 4:00 PM</p>	<p>KDHE: Stop the Bleed for State Agency Personnel (1081985)</p>	<p>\$0*</p>	<p>https://www.train.org/ks/admin/course/1081985/live_event</p>	<p>KDHE, CSOB Conference Room 530</p>	<p>All Employees</p>	<p>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.</p>

May 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
05/03/2023 1:00 PM	Connecting Mind and Body for Healthy Living	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	Your body responds to the way you think, feel and act. This is often called the "mind/body connection." When you are stressed, anxious or upset your body tries to tell you that something isn't right. For example, high blood pressure might develop after a particularly stressful event, such as the death of a loved one. People with good emotional health are aware of their thoughts, feelings, and behaviors. They have learned healthy ways to cope with the stress and problems that are a normal part of life. They feel good about themselves and have healthy relationships. Poor emotional health can weaken your body's immune system, making you more likely to get colds and other infections during emotionally difficult times. Also, when you are feeling stressed, anxious or upset, you may not take care of your health as well as you should. You may not feel like exercising, eating nutritious foods, or taking medicine that your doctor prescribes. Abuse of alcohol, tobacco, or other drugs may also be a sign of poor emotional health.
05/10/2023 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	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. By the end of the session, participants will be able to: Identify the consequences of disrespectful behavior and the benefits of respect in the workplace, Identify unconscious bias, Recognize and prevent harassment, and Demonstrate respect strategies.
05/16/2023 8:30 to 11:30 AM	Expressing Yourself with Skill	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	This class will help associates refine their communication skills by learning to: determine the accuracy of our perceptions, respond to others with respect and understanding, assess interpersonal needs, build, and maintain professional relationships. Please join the KDOR Learning Center in this interactive and positive learning opportunity!
5/17/2023 1:00PM - 3:00PM	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 or IT Project Team Members	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.

5/26/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
5/26/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	KDHE, CSOB Conference Room 530	All Employees	<p>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.</p>

June 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
06/07/2023 1:00 PM	Personal & Professional Boundaries	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	Recognizing dysfunctional relationships - How do we know we are in a dysfunctional relationship? What makes people vulnerable to dysfunctional relationships and how to restore personal and/or professional boundaries?
06/13/2023 8:30 to 11:30 AM	Myers-Briggs type Indicator	\$50	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	Differences can be the source of much misunderstanding and miscommunication. At the same time, those differences can be a source of strength for both individuals and teams if you can recognize and embrace the identified characteristics! KDOR's certified practioners can help!

6/16/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
6/16/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.
6/20/2023 8:30 to 11:30 AM	Coping With Stress	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	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? The KDOR Learning Center is here for you!
06/28/2023 8:30 AM to 12:00 PM	Generational Differences in the Workplace	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	Ever ask yourself why certain generations are the way they are? Want to find out why and learn a whole lot more? The KDOR Learning Center can help!

July 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/5/2023	Mindfulness: Being Present in Your Work and Life	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	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 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. 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 practices into your life.
7/11/2023 9:00 AM to 12:00 PM	KDHE: Kansas Active Shooter Mitigation (KASM) (1080936)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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.
7/11/2023 1:30 PM to 4:30 PM	KDHE: Self Defense for State Employees with Hands On Activities (1081743)	\$0*	https://www.train.org/ks/admin/course/1081743/live_event	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.
07/11/2023 8:30 AM to 12:30 PM	Get the Job 101	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	Need help writing your Cover Letter? Your Resume need work? Your Interview Skills not as awesome as you'd like? The KDOR Learning Center can help!!
7/25/2023 8:30 to 11:30 AM	Dealing with Difficult People	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	We all have that one customer, co-worker, or family member, which just seems to be so difficult to get along with! Want to learn how to deal with them in a more positive way? The KDOR Learning Center can help!

7/28/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
7/28/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	KDHE, CSOB Conference Room 530	All Employees	<p>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.</p>

August 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
08/02/2023 1:00 PM	Mental Fitness for Optimal Brain Power	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	<p>For a long time, the scientific community believed we were born with a certain number of brain cells and neural pathways and that, once damaged, they could not be repaired. In reality, our brains are much more flexible. Depending on our lifestyle, we can weaken or destroy connections, or create new, stronger ones. Engaging regularly in certain behaviors and activities, like physical exercise, addressing mental health issues, meditation, and learning a new language or musical instrument, support new wiring and can make existing pathways stronger. Essentially, we can slow down or somewhat prevent cognitive decline by doing challenging mental exercises to keep our brains fit for optimal power.</p>
08/09/2023 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	<p>This course will provide participants an opportunity to learn about unconscious bias and ways to ensure our workplace is a respectful one for all. By the end of the session, participants will be able to: Identify the consequences of disrespectful behavior and the benefits of respect in the workplace, Identify unconscious bias, Recognize and prevent harassment, and Demonstrate respect strategies.</p>

08/22/2023 12:30 to 4:00 PM and 08/23/2023 8:30 AM to 12:00 PM	Presentation Skills	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm 2-Day Course	All Employees	This course will help you identify your strengths in preparing and delivering presentations! You'll learn about: speaking fears and coping mechanisms, writing clear objectives, audience analysis, organization, visual aids, staging, and more! This is a 2-Day course.
8/25/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	KDHE, CSOB Conference Room 530	All Employees	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. 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 . The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.
8/25/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.

September 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
09/06/2023 1:00 PM	Feeling Stuck? Practical Ways to Get Yourself Going Again	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	If you're struggling with challenges and uncertainty about your personal or professional life, and you're not sure what to do next, this session is for you. We'll discuss some simple but powerful questions to ask yourself to help you get "unstuck." The benefits of asking each question will be discussed, and participants will have an opportunity to try responding to all of them.
9/12/2023 8:30 AM to 12:00 PM	On the Job Trainer Workshop	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	Have you been tasked with training those eager new associates? You want to do your best and the KDOR Learning Center can help you succeed!

09/13/2023 8:00 AM to 4:30 PM	Pre-Retirement Planning Seminar	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	All Employees	This seminar is designed to provide basic information to begin the retirement planning process. It is recommended that associates attend within 3-5 years of their projected retirement date, however, associates are highly encouraged to also attend this seminar a year prior to their projected retirement date to receive updated benefit information.
09/19/2023 8:30 to 11:30 AM	Business Writing Workshop	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	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!
9/22/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
9/22/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.
09/26/2023 8:30 to 11:30 AM	Are You a Lefty or Righty? - Time Management	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	Ever wonder why a co-worker is habitually late to meetings and you are always 10 minutes early? Or why you like to keep lists of work to be done and your cube buddy uses post-it notes to keep track of assignments? This unique time management course is designed to provide you with techniques of staying organized that best fit your brain preference!

October 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/04/2023 1:00 PM	Honoring Your Values to Thrive at Work and Life	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	Do you know what's really important to you? What do you value most at work and in life? In this session, you will discover how to honor your values and align your decisions to feel less stressed and move closer to achieving your goals.
10/10/2023 8:30 to 11:30 AM	Myers-Briggs type Indicator	\$50	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	Differences can be the source of much misunderstanding and miscommunication. At the same time, those differences can be a source of strength for both individuals and teams if you can recognize and embrace the identified characteristics! KDOR's certified practioners can help!
10/16/2023 1:30 PM to 4:30 PM	KDHE: Kansas Active Shooter Mitigation (KASM) (1080936)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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.
10/16/2023 9:00 AM to 12:00 PM	KDHE: Self Defense for State Employees with Hands On Activities (1081743)	\$0*	https://www.train.org/ks/admin/course/1081743/live_event	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.
10/17/2023 8:30 to 11:30 AM	Expressing Yourself with Skill	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Online	All Employees	This class will help associates refine their communication skills by learning to: determine the accuracy of our perceptions, respond to others with respect and understanding, assess interpersonal needs, build, and maintain professional relationships. Please join the KDOR Learning Center in this interactive and positive learning opportunity!
10/20/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
10/20/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.

November 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/01/2023 1:00 PM	How to Delegate at Work and in Life	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	There are only twenty-four hours in a day to complete tasks at work and home. Knowing when to delegate responsibly is a great way to become more efficient and effective in your work and life. This training offers tools to help you do it.
11/07/2023 8:30 to 11:30 AM	Coping With Stress	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	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? The KDOR Learning Center is here for you!
11/08/2023 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	Zibell Bldg. 300 SW 29th St. Topeka - Honeybee Rm	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. By the end of the session, participants will be able to: Identify the consequences of disrespectful behavior and the benefits of respect in the workplace, Identify unconscious bias, Recognize and prevent harassment, and Demonstrate respect strategies.
11/17/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
11/17/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.

December 2023 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/06/2023 1:00 PM	Combatting Imposter Syndrome	\$0*	https://sehp.healthbenefitsprogram.ks.gov/benefits/eap/eap-webinar-series	Online	All Employees	Imposter Syndrome is an insidious, internal voice that tells you that you are't good enough. This session will detail the components of Imposter Syndrome as well as practical approaches to push past it to stand in your power!
12/13/2023 8:30 AM to 12:00 PM	Generational Differences in the Workplace	\$0*	Please provide us with your SHARP ID #/Employee# when you request enrollment through KDOR_LearningCenter@ks.gov Thank you	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? The KDOR Learning Center can help!
12/22/2023 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	https://www.train.org/ks/admin/course/1084865/live_event	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>
12/22/2023 3:00 PM to 4:00 PM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	https://www.train.org/ks/admin/course/1081985/live_event	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.