

TRAINING OPPORTUNITIES

REV 5/25/2022

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) Visit online at: http://www.da.ks.gov/ps/training/pmp/	Online	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The course also touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.

On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee FMLA 5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. <u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. <u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.

On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Paul Roberts at: Paul.Roberts@ks.gov	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

On-going First Thursday of each month 12pm-130pm	KISO Back 2 Basics - Lunch and Learns	\$0*	Kansas Information Security Office Microsoft Teams meeting Join on your computer or mobile app	Online - Teams	IT Professionals	Back 2 Basics: Align IT Operations and Security Operations Identify foundational components and practices to build secure environments Identify resources available to agencies
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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.

June 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/1/22 9:00 AM to 3:30 PM	Excel Level 1	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	MS Teams	All Employees	Please understand if you are signing up for a sit and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. You will need supervisor approval too. Be sure you have the appropriate licensing for the software training, you are signing up for . 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.
6/7/22 9:00 AM to 3:30 PM	Excel Level 2	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	MS Teams	All Employees	Please understand if you are signing up for a sit and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. You will need supervisor approval too. Be sure you have the appropriate licensing for the software training, you are signing up for . Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell an 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.

6/8/2022 1:00 PM to 2:00 PM	Mindfulness: Being Present in Your Work and Life	*\$0	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/5276326923480387086	Online Webinar	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.
6/15 to 6/16/2022 9:00 AM to 3:30 PM	Adobe Acrobat DC with Forms	\$80	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	MS Teams	All Employees	Please understand if you are signing up for a sit and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. You will need supervisor approval too. Be sure you have the appropriate licensing for the software training, you are signing up for . 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.
June 16th 8:30 to 11:30 AM	RVHR1400 How to Get the Job 101	\$0*	Kansas Department of Revenue George Waters George.waters@ks.gov 300 SW 29th Street Topeka	Zibell Bldg.	All Employees	Need help writing your Cover Letter? Your Resume need work? Your Interview Skills not as awesome as you’d like? The Learning Center can help!
6/20/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant’s ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>

6/22/2022 1:00 PM to 2:00 PM	Connecting Mind and Body for Healthy Living	\$0*	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/5366916786004496140	Online Webinar	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.
6/27/2022 9:00 to 11:00 AM	KDHE: Stop the Bleed for State Agency Personnel (1081985)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, 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.
06/29/2022 8:30 AM to 12:00 PM	RVHR4007 Generational Differences in the Workplace	\$0*	Kansas Department of Revenue George Waters George.waters@ks.gov 300 SW 29th Street Topeka	Zibell Bldg.	All Employees	Ever ask yourself why certain generations are the way they are? Want to find out why and learn a whole lot more?
06/30/2022 8:30 AM to 12:00 PM	RVHR4009 Respect in the Workplace	\$0*	Kansas Department of Revenue George Waters George.waters@ks.gov 300 SW 29th Street Topeka / Zibell Bldg	Zibell Bldg.	All Employees	This course will provide participants an opportunity to learn about unconscious bias and ways to ensure our workplace is a respectful one for all. 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.
6/30/2022 9:00 AM to 3:30 PM	Word Level 3	\$60	KS Dept. of Transportation (KDOT) Susan Colvin at Susan.L.Colvin@KS.gov	MS Teams	All Employees	Please understand if you are signing up for a sit and need to cancel within two weeks prior your agency will still be charged for this class. You can substitute an attendee by contacting me, but we have a mandatory minimum. You will need supervisor approval too. Be sure you have the appropriate licensing for the software training, you are signing up for. Students will learn mail merge, create forms, work with and run macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references.

July 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/6/2022 1:00 PM to 2:00 PM	Bringing Out the Best in Others	\$0*	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/4766207404262345231	Online Webinar	All Employees	Whether in your personal or your professional life, are you the kind of person that brings out the best in others? Do people shine around you, or do they tend to withdraw, hesitant to show their best? Some people seem to have a knack for challenging, motivating, and inspiring their friends, family members, and coworkers. In this workshop, you'll learn how to do your part to make sure others are at their best around you.
7/14/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mcnulty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
7/20/2022 1:00 PM to 2:00 PM	Drinking Responsibly	\$0*	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/8770104285576161035	Online Webinar	All Employees	Many people engage in moderate social drinking. Research into drinking suggests many health benefits associated with moderate consumption. However, about a third of the population will drink heavily and/or engage in what is called binge drinking or drinking to intoxication. This course is about drinking responsibly. The training addresses problems associated with binge drinking, ways to recognize problem drinking patterns, and how to drink more responsibly. The course will explore common myths associated with drinking and provide participants with resources for getting help for alcohol use problems.
7/22/2022 8:30 AM to 4:30 PM	Proactive Communication and Interview Skills for Gathering Business Requirements	\$140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	In this one-day course, participants will focus on successful ways to control project scope Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more Project Management Institute's knowledge areas of the PMBOK® Guide.

August 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/3/2022 1:00 PM to 2:00 PM	Understanding Depression	\$0*	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/2037424053285217552	Online Webinar	All Employees	Many people still believe that the emotional symptoms caused by depression are “not real,” and that a person should be able to shake off the symptoms. Because of these inaccurate beliefs, people with depression either may not recognize that they have a treatable disorder or may be discouraged from seeking or staying on treatment due to feelings of shame and stigma. As a result, many people with a depressive illness never seek treatment. But the vast majority, even those with the most severe depression, can get better with treatment. Intensive research into the illness has resulted in the development of medications, psychotherapies, and other methods to treat people with this disabling disorder. This workshop will identify the symptoms associated with depression, possible causes , and treatments.
8/17/2022 1:00 PM to 2:00 PM	Emotional Eating: The Connection Between Mood and Food	\$0*	KS Department of Administration (DofA) and ComPsych https://register.gotowebinar.com/register/8126666782466871821	Online Webinar	All Employees	The population of the United States is becoming increasingly obese with each passing decade. There are many speculations about the cause of this phenomenon from an increasingly sedentary lifestyle, the ready availability of high caloric foods to stress, and even sleep deprivation. However, if people ate only when they were truly hungry and stopped when they were full, there would be no obesity epidemic. This workshop will address the relationship between emotions and food consumption and how to retrain your body and mind to recognize the cues of hunger and to eat for physiological and not emotional reasons.
8/22/2022 8:30 AM to 4:30 PM	Role & Responsibility of a Business Analyst in an Agile Methodology	\$140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	Agile Project Management officially began in 2001 and has become a popular project management approach. This course will focus on how to interact with the customer in an agile framework to show value. The Business Analyst must use specific skills to actively involve the customer in delivering features and functionality throughout each iteration of the project. This presentation will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project.

8/25/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>
8/23 - 8/25/2022 8:30 AM to 4:30 PM	Scrum Project Management	\$350	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	<p>During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members, and each aspect of running projects using Scrum Methodologies. Students will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is and is not.</p>

September 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/7/2022 1:00 to 3:00 PM	Kansas Project Management Methodology Executive Overview	\$0*	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	<p>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.</p>

<p>PMM I 9/19/22 - 9/23/22 PMM II 10/3/22 - 10/7/22</p> <p>PMM III 10/17/22 - 10/21/22</p> <p>All classes: 8:30 AM to 4:30 PM</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</p>	<p>For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination. This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association and administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise and knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information and will support certifications which are globally recognized.</p>
<p>9/22/2022 8:30 AM to 4:30 PM</p>	<p>Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)</p>	<p>\$0*</p>	<p>KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov</p>	<p>Curtis State Office Building, Conference Room 530</p>	<p>All Employees</p>	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>

October 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/12/2022 1:00 to 2:30 PM	AMP Training	\$0*	Cole Robison kpat@ks.gov https://ebit.ks.gov/kpat/tool/training	Location to be determined	Project Managers	The webinar will cover the basics of the Accessibility Management Platform (AMP). This will include the setup of automated crawlers that test websites and PDF's for ADA, 508, and other accessibility violations. It will also cover understanding the report findings so that users know how to find examples of good code and how to correctly prioritize violations.
10/13/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>

November 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/8/2022 8:30 AM to 4:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0*	KS Dept. of Health & Environment (KDHE) Michael McNulty at: michael.mculty@ks.gov	Curtis State Office Building, Conference Room 530	All Employees	<p>The purpose of this course is to provide First Aid and Adult and Infant CPR/AED, Anaphylaxis and Asthma Inhaler training within a formal class setting. This class is available to all State of Kansas employees. The format optimizes a participant's ability to successfully complete the knowledge and skills tests. Knowledge will be checked by written and practical exams during the training.</p> <p>Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. For those individuals wanting or requiring certification cards from the training, a fee of \$38 will be assessed. For certification fee questions and payment, contact Steve Tierce at Stephen.Tierce@ks.gov.</p> <p>The training will consist of reviewing video segments, practicing and performing skills for evaluation and completion of written exams for the courses being reviewed.</p>

December 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

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