

TRAINING OPPORTUNITIES

REV 11/14/2024

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
Ongoing Self-Paced	Performance Management Process (PMP)	\$0*	KS Department of Administration (DofA) Visit online at: http://www.da.ks.gov/ps/training/pmp/	Virtual	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: https://admin.ks.gov/hpt/	Virtual	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#	Virtual	All Employees	New Employee Orientation: Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. Successfully Dealing with Challenging Customers: 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/	Virtual	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/employee FMLA 5/	Virtual	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#	Virtual	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# DofA2022RM1	Virtual	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# DofA2022ER1	Virtual	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	Virtual	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) - Leah Grote at: Leah.Grote@ks.gov	Virtual	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) - Leah Grote at: Leah.Grote@ks.gov	Virtual	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 Demand 2 Hour Class	Team Building: Low Key Complexity (RVHR2051)	\$0	KS. Dept. of Revenue (KDOR) Please provide us with your SHARP ID #/Employee ID # when you request enrollment through KDOR_LearningCenter@ks.gov Thank you!	Zibell Bldg. 300 SW 29th St. Topeka Honeybee Room	All Employees	This is a teamwork training activity with a special emphasis on managing a multifaceted 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!
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 (SEHP) - Cris Loomis at: Cris.Loomis@ks.gov	Virtual	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.
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	Virtual - 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
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content Accessibility: How to Make an Accessible Document in Microsoft Word	\$0*	https://lsglm700.learnsoft.com/LSGLM/Login/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256532	Virtual	All Employees	Course# RVHR7101: This course consists of a series of instructive videos created by The Accessible Electronic Document Community of Practice (AED CoP) to explain and demonstrate the minimum steps needed to ensure your Microsoft Word document is Section 508 conformant.
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content Accessibility: How to Make an Accessible Spreadsheet in Microsoft Excel	\$0*	https://lsglm700.learnsoft.com/LSGLM/Login/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256672	Virtual	All Employees	Course# RVHR7103: This course consists of a series of instructive videos created by The Accessible Electronic Document Community of Practice (AED CoP) to explain and demonstrate the minimum steps needed to ensure your Microsoft Excel spreadsheet is Section 508 conformant.
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content Accessibility: How to Author and Test Microsoft PowerPoint Presentations for Accessibility	\$0*	https://lsglm700.learnsoft.com/LSGLM/Login/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256533	Virtual	All Employees	Course# RVHR7102: This course consists of a series of instructive videos created by The Accessible Electronic Document Community of Practice (AED CoP) to explain and demonstrate the minimum steps needed to ensure your Microsoft PowerPoint presentation is Section 508 conformant.

Ongoing Self-paced (Self-Enroll in KLPM)	Linked-In Learning	\$0*	https://lsglm700.learnsoft.com/LSGLM/Logi n/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256672	Virtual	All Employees (with a KLPM account)	LinkedIn Learning is an award-winning industry leader in online training, with a digital library of over 6,000 courses covering a wide range of technical, business, software and creative topics. You may watch an entire course, or individual videos – some are as short as four or five minutes. You will be able to bookmark courses that suit your interests and keep track of the courses you have taken. You have the opportunity to refine or develop your professional skills, learn new software, and explore other areas as you plan for your career growth. Employees can access these courses through the KLPM. Utilize this online guide to get started today: How to Search Take LinkedIn Learning Courses in KLPM
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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.

November 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/13/24 9:00 AM-3:30 PM	MS Excel Level 1	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB)/ Meadowlark	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.
11/14/2024 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0* \$38 for certification	KS Dept. of Health & Environment (KDHE) https://www.train.org/ks/admin/course/1084865/live_event	Curtis State Office Building 1000 SW Jackson St Topeka Room 531	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.

11/14/24 9:00 AM-3:30 PM	MS Excel Level 2	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB)/Meadowlark	All Employees	Students will link worksheets; work with concepts such as consolidating data; define and apply cell and range names; create and manage templates; use advanced formatting techniques; sort and filter lists; create format tables and charts.
11/15/2024 2:00 PM to 3:30 PM	KDHE Bloodborne Pathogen training (1114968)	\$0* \$18 for certification	KS Dept. of Health & Environment (KDHE) https://www.train.org/ks/admin/course/1114968/live-event	Curtis State Office Building 1000 SW Jackson St Topeka Room 530	All Employees	Designed for those who are at risk for on the job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course is one of the requirements of the OSHA Bloodborne Pathogens Standard. After taking this course, students should talk with their employer about their workplaces specific policies and procedures. The Bloodborne Pathogens course is designed for those who are at risk for on the job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. If seeking certification, participants will need to pay \$18.00 via check/money order or cash (exact change only). Payments can be made payable to KDHE.
11/19/2024 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace (RVHR4009)	\$0*	KS. Dept. of Revenue (KDOR) Please provide us with your SHARP ID #/Employee ID # when you request enrollment through KDOR_LearningCenter@ks.gov Thank you!	Zibell Bldg. 300 SW 29th St. Topeka Honeybee Room	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.
11/19/24 9:00 AM-3:30 PM	Introduction to MS Teams	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB)/Meadowlark	All Employees	Microsoft Teams is a core application for Office 365 that brings together instant message conversations, calls, meetings, and files. Teams can also be a hub from which you access and run other Office 365 applications, and even third-party tools. It provides a central place to work from, allowing you to focus on what you need to get done and collaborate as needed. Explore such topics as: creating Teams and Channels, scheduling and starting Meetings, using Breakout Rooms, and planning and scheduling Live Events.
11/26/2024 8:30 AM to 11:30 AM	Are You a Lefty or Righty? - Time Management (RVHR1503)	\$0*	KS. Dept. of Revenue (KDOR) Please provide us with your SHARP ID #/Employee ID # when you request enrollment through KDOR_LearningCenter@ks.gov Thank you!	Virtual via Microsoft Teams	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? Are you a lefty or a righty? This unique time management course is designed to provide you with techniques of staying organized that best fit your brain preference!

11/27/2024 8:30 AM to 11:30 AM	Coping with Stress (RVHR1506)	\$0*	KS. Dept. of Revenue (KDOR) Please provide us with your SHARP ID #/Employee ID # when you request enrollment through KDOR_LearningCenter@ks.gov Thank you!	Zibell Bldg. 300 SW 29th St. Topeka Honeybee Room	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?

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.**

December 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/3/24 9:00 AM- 3:30 PM	MS Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
12/3/24 9:30am- 4:00pm 12/4/24 9:30am- 3:30pm 12/5/24 9:30am- 3:30pm	Supervisory Leadership Training	\$750	KU Public Management Center, for more information and to register go to: https://kupmc.ku.edu/supervisory-leadership-training-slt	Online via Zoom	Employees Currently in Supervisory Roles or Future Leaders	Individuals often receive little training when they first move into a supervisory role. But over time they identify new areas where they'd like to hone their skills as their role evolves, the workforce changes, and new research on effective management practices emerges. Our 3-day course will bring you up to date, offering new skills and strategies to address challenges and bring out the best in your staff. During our three days together, we'll cover a wealth of information. At the close of the three days, participants will set a goal for themselves about new skills/practices you want to implement following the training. They will also receive a simple, observational assignment that they can do while completing their normal supervisory work. Approximately a month after the course, participants will come back together for a 90-minute lunchtime discussion and report-out via Zoom.
12/4/24 9:00 AM- 3:30 PM	MS Outlook Level 2	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts, and address books; customize email options, set alerts, and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing, and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete, and use public folders and learn to post and delete items within public folders.

12/5/24 9:00 AM-12:00 PM	Windows Basics	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will learn how to personalize their desktop, understand Windows (including file and 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.
12/5/24 12:00 PM-1:30 PM	Friend or Foe or Firestorm: Handling Social Media Interactions in the Community	\$35	KU Public Management Center, for more information and to register go to: https://www.enrole.com/kupmc/jsp/session.jsp?sessionId=25OPENCOMM&courseId=OPENENROLLMENT&categoryId=2B134A68	Online via Zoom	Employees that are involved in social media interactions, communication policies, and brand management	There are a few important considerations when deciding how to handle social media communications and interactions. Having a social media policy is important and provides valuable cover. But sometimes a more actionable framework is what is needed to address inbound social media posts that don't technically violate policy, but can still be problematic as they undermine or harm organizational credibility in the eyes of stakeholders. In this session, you will be introduced to a decision-tree framework that has been used successfully with many clients and in managing crisis communications. The framework helps responders classify posts into categories including positive/neutral/negative, inquisitive, off-topic, critical, abusive, inappropriate, etc. Based on the type of post, you will learn best practice response strategies ranging from thanking and amplifying (if positive), to redirecting to an offline conversation, to deleting and reporting to the social media platform (in the case of abusive or inappropriate posts). Join us for an engaging zoom conversation with Matt Tidwell, an award-winning, experienced marketing communications professional with over 25 years of industry experience.
12/6/2024 8:30 AM to 3:00 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance (1084865)	\$0* \$38 for certification	KS Dept. of Health & Environment (KDHE) https://www.train.org/ks/admin/course/1084865/live_event	Curtis State Office Building 1000 SW Jackson St Topeka 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.
12/10/24 9:00 AM-3:30 PM	MS Excel Level 1	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	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.

12/12/24 9:00 AM-3:30 PM	MS Excel Level 2	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will link worksheets; work with concepts such as consolidating data; define, apply cell, and range names; create and manage templates; use advanced formatting techniques; sort and filter lists; create format tables and charts.
12/12/24 9:00 AM-3:30 PM	SQL Fundamentals	\$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB)/Meadowlark	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries.
12/17/24 9:00 AM-3:30 PM	MS Word Level 1	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.
12/19/24 9:00 AM-3:30 PM	MS Word Level 2	\$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	We will use advanced formatting such as text spacing, creating breaks and sections, working with multilevel lists, and applying page backgrounds. Attendees will use and create basic templates and create-to-print simple labels and envelopes through the Mailings Tab. Students will also explore table creation along with basic formatting, graphic organizer creation along with basic formatting, and ideas on how to share, review, modify and protect Word documents.
12/20/2024 10:00 AM to 11:30 AM	KDHE Bloodborne Pathogen training (1114968)	\$0* \$18 for certification	KS Dept. of Health & Environment (KDHE) https://www.train.org/ks/admin/course/1114968/live-event	Curtis State Office Building 1000 SW Jackson St Topeka Room 530	All Employees	Designed for those who are at risk for on the job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course is one of the requirements of the OSHA Bloodborne Pathogens Standard. After taking this course, students should talk with their employer about their workplaces specific policies and procedures. The Bloodborne Pathogens course is designed for those who are at risk for on the job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. If seeking certification, participants will need to pay \$18.00 via check/money order or cash (exact change only). Payments can be made payable to KDHE.

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