TRAINING OPPORTUNITIES

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: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	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/employeefmla5/	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# DofA2022ER1**	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. *Length: 26 Minutes*

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**	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. *Length: 15 Minutes*
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. *Length: 20 Minutes*
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 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!
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) - **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.

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

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.

January 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/23/2024 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
1/25/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/30/2024 10:00 AM to 11:00 AM	Motivating Change in Others	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov Register at: https://attendee.gotowebinar.com/register/489760298555090525	Virtual Webinar	Supervisors	How do you help someone who is struck or ambivalent about making an important change in their life? Do you give them advice? Do you argue or debate them to persuade them make a change? Do you become frustrated when those strategies fail and then accuse them of being foolish? We can respectfully engage others to help them make changes through careful listening and by allowing the other person to identify their own priorities and motivations. The key communication skills addressed in this session are adapted from Motivational Interviewing and involve asking open questions, affirming, reflecting, and summarizing in order to help someone move from ambivalence to action.
1/30/2024 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$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	No matter how hard you try to be nice and help them, some people are just so... Difficult!!! 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?

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 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/6/2024 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
2/8/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.

Date	Course	Cost	Contact	Location	Audience	Description
2/13/2024 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
2/14/2024 8:30 AM to 12:00 PM	KDOR Respecting Diffrences 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.
2/15/2024 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
2/20/2024 10:00 AM to 11:00 AM	Responding to Behavior That Makes You Feel Uncomfortable	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov Register at: https://attendee.gotowebinar.com/register/790794487879996252	Virtual Webinar	Supervisors	Most people have at some point been subjected to unexpected behavior that is unwelcome, such as behavior that is aggressive, lewd, provocative, or socially inappropriate. This may occur in the workplace, at social gatherings or in public venues. In many of these instances our ability to respond effectively is often compromised because of fear, confusion and/or inexperience in addressing unwanted behaviors. This course examines the nature of unwelcome behavior, as well as how and why we respond the way we do and offers insights into how we can be prepared to effectively respond in the future when confronted with unwelcome behaviors.
2/21/2024 and 2/22/2024 9:00 AM to 3:30 PM	MS Access Level 1 (2 Days)	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	**Must have completed Excel Level 3 to enroll. This is a 2-day class.** Organize data efficiently by using a database management system; start and open Access databases; use the Help feature. Plan and create a database; use Datasheet view and Design view; create and work in tables. Modify a table's design; use the Find feature and the spelling checker; learn how to sort, filter, and delete records. Set field properties; create input masks; set validation rules; create single and multiple-field indices. Create queries, sort, and filter the results; modify queries; perform operations in queries. Create, modify, and work with forms; learn how to find, sort, and filter records. Create reports by using AutoReport, the Report Wizard, Design view, and queries; modify and print report.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/27/2024 and 2/28/2024 9:00 AM to 3:30 PM	Adobe Acrobat Pro with Forms (2 Days)	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	In-Person Eisenhower State Office Building (ESOB) 4th Floor Meadowlark Room	All Employees	**Must have an Adobe Pro license to attend this class and Windows 11. This is a 2-day class.** 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.

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.

March 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/12/2024 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
3/13/2024 9:00 to 3:30 PM	MS PowerPoint Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	In-Person Eisenhower State Office Building (ESOB) 4th Floor Meadowlark Room	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AutoShapes, ClipArt, and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
3/14/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.

Date/Time	Course	Fee	Contact/Registration	Location	Audience	Description
3/19/2024 8:00 AM to 5:00 PM	Pre-Retirement Planning Seminar (RVHR5002)	Fee	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 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.
3/19/2024 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
3/19/2024 10:00 AM to 11:00 AM	De-escalating Potentially Violent Situations	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov Register at: https://attendee.gotowebinar.com/register/6370490543441530972	Virtual Webinar	Supervisors	Violence can occur in any almost context, at work, at home or in public venues. Certain occupations can expose employees to increased risk of violence. It is important to recognize the signs of impending violence and to learn communication skills to de-escalate an emotional situation and defuse risk of violence. This training will cover the sequence of events which often lead to violence, common mistakes that contribute to escalation, and how to intervene effectively. This course will contain practice vignettes to allow participants to apply de-escalation skills.
3/20/2024 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	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	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!
3/21/2024 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
3/26/2024 12:30 PM to 4:00 PM & 3/27/2024 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308) *THIS IS A 2 DAY COURSE*	$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	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! Please join us in this interactive and positive learning opportunity!

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/26/2024 9:00 AM to 3:30 PM	SQL Fundamentals	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries.
3/28/2024 8:30 AM to 12:00 PM	Generational Differences in the Workplace (RVHR4007)	$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	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!

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.

April 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/2/2024 9:00 AM to 3:30 PM	MS Outlook Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	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, 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, tasks, use the Calendar, and manage their Outlook folders.
4/2/2024 8:30 AM to 12:30 PM	Get the Job 101 (RVHR1400)	Fee	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	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!
4/4/2024 9:00 AM to 3:30 PM	MS Teams	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.

Date	Course	Cost	Contact	Format/Location	Audience	Description
4/9/2024 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	In-Person Eisenhower State Office Building (ESOB) 4th Floor Meadowlark Room	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.
4/11/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.
4/16/2024 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	In-Person Eisenhower State Office Building (ESOB) 4th Floor Meadowlark Room	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.
4/17/2024 8:30 AM to 11:30 AM	Business Writing Workshop (RVHR1303)	$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	In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization, and readability. This course looks at writing from a value-added approach.
4/18/2024 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
4/23/2024 10:00 AM to 11:00 AM	Stress A Way of Life or a Fact of Life	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov Register at: https://attendee.gotowebinar.com/register/4328691953059373402	Virtual Webinar	Supervisors	All aspects of work and life require stress—everyone experiences it. Experiencing stress is not all bad, but how we perceive stress is what's important. Stress is our body's normal response to any extra physical, mental, or emotional demand we place on it. This workshop will help you to understand more about stress, identify your stressors and learn ways to cope with and manage high stress levels.

Date	Course	Cost	Host/Registration	Location	Audience	Description
4/24/2024 8:30 AM to 12:00 PM	On the Job Trainer Workshop (RVHR1060)	$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	Have you been tasked with training those eager new associates? You want to do your best and we can help you succeed!
4/24/2024 and 4/25/2024 9:00 AM to 3:30 PM	MS Excel Level 3	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	In-Person Eisenhower State Office Building (ESOB) 4th Floor Meadowlark Room	All Employees	**Prerequisite: Must have completed Excel Level 2 to enroll. This is a 2-day class.** 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.
4/25/2024 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!	Zibell Bldg. 300 SW 29th St. Topeka Honeybee Room	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!

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.

May 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/2/2024 9:00 AM to 3:30 PM	MS Outlook Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	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, 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, tasks, use the Calendar, and manage their Outlook folders.
5/7/2024 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
5/9/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.
5/14/2024 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
5/15/2024 8:30 AM to 12:00 PM	KDOR Respecting Diffrences 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.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/16/2024 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.
5/22/2024 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$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	The Learning Center is offering a class to 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 us in this interactive and positive learning opportunity!
5/29/2024 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	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	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!

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 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/4/2024 9:00 AM to 3:30 PM	MS Outlook Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	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, 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, tasks, use the Calendar, and manage their Outlook folders.
6/11/2024 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	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.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/13/2024 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Virtual	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics. Revisions in a document.
6/26/2024 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!	Virtual via Microsoft Teams	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.

July 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/24/2024 8:30 AM to 12:30 PM	Get the Job 101 (RVHR1400)	$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	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!

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.

August 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/1/2024 8:30 AM to 12:00 PM	KDOR Respecting Diffrences 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.
8/21/2024 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$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	No matter how hard you try to be nice and help them, some people are just so… Difficult!!! 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?
8/27/2024 12:30 PM to 4:00 PM & 8/28/2024 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308) *THIS IS A 2 DAY COURSE*	$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 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! Please join us in this interactive and positive learning opportunity!
8/29/2024 8:30 AM to 12:00 PM	Generational Differences in the Workplace (RVHR4007)	$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 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!

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

September 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/17/2024 8:00 AM to 5:00 PM	Pre-Retirement Planning Seminar (RVHR5002)	$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 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.
9/18/2024 8:30 AM to 11:30 AM	Business Writing Workshop (RVHR1303)	$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	In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization, and readability. This course looks at writing from a value-added approach.
9/25/2024 8:30 AM to 12:00 PM	On the Job Trainer Workshop (RVHR1060)	$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	Have you been tasked with training those eager new associates? You want to do your best and we can help you succeed!

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.**

October 2024 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/23/2024 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	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	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!

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/24/2024 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$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	The Learning Center is offering a class to 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 us in this interactive and positive learning opportunity!

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
11/19/2024 8:30 AM to 12:00 PM	KDOR Respecting Diffrences 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.
11/26/2024 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

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.