TRAINING OPPORTUNITIES

11/3/2026

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

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
Ongoing Self-paced (Self-Enroll in KLPM)	Linked-In Learning	$0*	https://lsglm700.learnsoft.com/LSGLM/Login/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. Utilze this online guide to get started today: How to Search Take LinkedIn Learning Courses in KLPM
Ongoing Self-Paced	Performance Management Process (PMP)	$0*	KS Department of Administration (DofA) Visit online at: https://admin.ks.gov/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: 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/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, State Archivist** at: Megan.Burton@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. *Length: 26 Minutes*
On Demand	Electronic Records	$0*	KS Historical Society (KSHS) - **Megan Burton, State Archivist** at: Megan.Burton@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. *Length: 15 Minutes*

On Demand	Shared Drive Clean Up	$0*	KS Historical Society (KSHS) - **Megan Burton, State Archivist** at: Megan.Burton@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) - Mary Krantz Mary.Krantz@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) - Mary Krantz Mary.Krantz@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 https://library.ks.gov/UC & 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
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) Email: SEHPHealthQuest@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** 1.888.270.8897 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 Self- Paced	Kansas Council on Developmental Disabilities (KCDD) *"The Power of Disability Inclusion in the Kansas State Government Workforce"*	$0*	No registration required to access the training: https://www.youtube.com/watch?v=Wu92mmh6Zlw	Virtual	All Employees	This video, narrated by Whit Downing and Lola Kernell, provides an overview of the impactful work of KCDD. **Our Mission:** Empower individuals with intellectual and developmental disabilities (I/DD), families and caregivers to lead systems change, build capacity, and advocate for inclusive, integrated, accessible communities where everyone belongs and thrives throughout Kansas. **Our Vision:** We envision a state where all people with intellectual and developmental disabilities live, learn, work, play, belong, and thrive in the community they choose. **Our Purpose:** The purpose of KCDD is to support people of all ages with developmental disabilities so they have the opportunity to make choices regarding both their participation in society and their quality of life.
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 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.
Ongoing	Elevate: Foundational Leadership	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	All New DCF Employees and those interested in leadership and effectiveness	This training and discussion have been designed to actively introduce DCF to leadership defined as an activity, not a position, that can be practiced by employees at all levels. Through this interactive training, DCF employees will explore current understandings of effective leadership. They will encounter and respond to the organization's aspirations set forth in the DCF "What We Believe" document. They will also engage in conversation about the kind of leadership behaviors that might be required of all of us to achieve these aspirations.
Ongoing	Elevate: Personal Mastery	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	Employees who have completed Elevate: Foundational Leadership seeking to further grow in managing themselves	This workshop is focused on improving managing yourself through understanding your strengths, vulnerabilities, and triggers. It has been created with the principles of the Kansas Leadership Center (KLC). In this workshop, attendees will begin to experiment around managing self with the new tools this class introduces. Building on the leadership concept that "Leadership starts with you," employees will understand and practice the basic skill for managing self. Employees will do this by engaging in self-reflection and small group conversations about their strengths, vulnerabilities/triggers, and stretching beyond their comfort zone. Participants must complete Navigate DCF: Introduction prior to enrolling.

Ongoing	Elevate: Situational Leadership	$0	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	Employees who have completed Elevate: Foundational Leadership and are seeking to broaden their perspectives on how to frame a challenge and sharpen their analytical decision-making skills.	Building upon foundational leadership principles, "Elevate: Situational Leadership" is a course in the DCF Leadership series, designed to empower leaders with advanced analytical and decision-making skills. This course delves into the intricacies of problem framing, equipping participants to clearly define complex challenges and identify their root causes. Through practical exercises and in-depth discussions, students will hone their ability to make tougher, nuanced interpretations of situations, moving beyond surface-level observations. A core focus will be on the critical skill of "whose work is it," enabling leaders to effectively delegate, empower teams, and foster accountability. By the end of this course, participants will be adept at tailoring their leadership approach to diverse contexts, driving more effective outcomes within their organizations. Participants must complete Elevate: Foundational Leadership prior to enrolling.
Ongoing	Wellbeing: Career	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	All Staff	This course is based on the Gallup book, Wellbeing: The Five Essential Elements. This workshop shares research conducted by Gallup to give participants a better understanding of the five elements that make up holistic Wellbeing: Career, Social, Physical, Community, and Financial. Participants have the opportunity to attend three separate sessions that together encompass Wellbeing for all five domains. Each domain or element of Wellbeing will be explored in-depth to develop understanding of Thriving Wellbeing and Struggling/Suffering Wellbeing. Participants will develop a personalized Action Plan that includes strategies to maximize their individual wellbeing.
Ongoing	Wellbeing: Community and Social	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	All Staff	This course is based on the Gallup book, Wellbeing: The Five Essential Elements. This workshop shares research conducted by Gallup to give participants a better understanding of the five elements that make up holistic Wellbeing: Career, Social, Physical, Community, and Financial. Participants have the opportunity to attend three separate sessions that together encompass Wellbeing for all five domains. Each domain or element of Wellbeing will be explored in-depth to develop understanding of Thriving Wellbeing and Struggling/Suffering Wellbeing. Participants will develop a personalized Action Plan that includes strategies to maximize their individual wellbeing.
Ongoing	Wellbeing: Physical and Financial	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	All Staff	This course is based on the Gallup book, Wellbeing: The Five Essential Elements. This workshop shares research conducted by Gallup to give participants a better understanding of the five elements that make up holistic Wellbeing: Career, Social, Physical, Community, and Financial. Participants have the opportunity to attend three separate sessions that together encompass Wellbeing for all five domains. Each domain or element of Wellbeing will be explored in-depth to develop understanding of Thriving Wellbeing and Struggling/Suffering Wellbeing. Participants will develop a personalized Action Plan that includes strategies to maximize their individual wellbeing.
Ongoing	Wellspring Conversations	$0*	Sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov	Virtual via Microsoft Teams	All Staff	This is a monthly gathering for staff to both listen and engage with coworkers on topics centered around personal growth and development. Participants will be submerged in articles, videos, etc. to stimulate conversation and thought around discussions that matter. Small and large group discussions will foster learning and connections. Each month will be a new topic for participants to explore, discuss, engage and grow together.
Ongoing	Supervisor Leadership Lab: Developing Your Inner Capacity	$0	DCF staff can sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov. Non-DCF staff can email DCF.OHDInfo@ks.gov.	In-Person, DAB 1033	Supervisors	Self-awareness can often be the first step in effectively navigating our most daunting challenges. Spend a day, with your colleagues both detecting and acknowledging your growing edge by surveying your own strengths and resistances.

Ongoing	Supervisor Leadership Lab: Peer Consultation	$0	DCF staff can sign-up for a class in the Learning Management System (LMS). For assistance contact DCF.LMSsupport@ks.gov. Non-DCF staff can email DCF.OHDInfo@ks.gov.	In-Person, DAB 1033	Supervisors	No one identifies and understands our work like our colleagues do. Spend a day, in guided conversation with your colleagues processing a specific challenge to your work in a collaborative setting.
On Demand 2 Hour Class	KDOR Team Building - Goosechase (RVHR2053)	$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!	Kansas State Capitol OR Washburn University OR Kansas Museum of History	All Employees	This course provides a teamwork scavenger hunt activity. It is intended for intact teams. Using the Goosechase app students will compete by taking photos or videos of scavenger hunt items. This is a fast-paced and fun activity meant to increase teamwork. Current locations include the Kansas State Capitol, Washburn University, Kansas Museum of History
On Demand 2 Hour Class	KDOR Team Building: Low Key ComplEXITy (RVHR2054)	$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 escape room 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!
On Demand 2 Hour Class	KDOR Team Building - Amelia Earhart: Destination Howland Island (RVHR2056)	$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 an immersive, team-based escape room inspired by Amelia Earhart's daring 1937 attempt to fly around the world. Participants step into the world of Earhart's final flight, working together to navigate challenges, solve puzzles, and reach Howland Island before time runs out. Teams must juggle multiple mission critical objectives at once. Challenges require creativity, communication, and strategic thinking; no one reaches Howland Island alone!

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 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/6/2026	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance	$0 *$42.00 if seeking certification*	Stephen Tierce stephen.tierce@ks.gov https://www.train.org/ks/course/1084865/live-event	1001 SW Jackson Topeka, KS 66612 RM 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.
11/10/2026 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?
11/12/2026 10:30 AM to 11:30 AM	Initiating Difficult Conversations	$0	https://register.gotowebinar.com/register/5888858285873257821	Online	Only State Employees	There are conversations in which the stakes are high: asking for a raise, ending a relationship, giving a critical performance review, confronting disrespectful behavior, apologizing or disagreeing within a group. This workshop is about developing the skills to initiate the conversations which most people find difficult, unpleasant and generally avoid. You will learn the practical skills involved in framing a problem without blame or defensiveness and how to keep the conversation productive.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
11/12/2026	KDHE Bloodborne Pathogens Training	$0	Stephen Tierce stephen.tierce@ks.gov https://www.train.org/ks/course/1114968/live-event	1000 SW Jackson Topeka, KS 66612 RM 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.
PMM I 11/16 - 11/20/26 PMM II 11/30 - 12/4/26 PMM III 12/14 - 12/18/26 All classes: 8:30am to 4:30pm	Project Management Methodology	$1,950	Office of Information Technology Services (OITS) Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/divisions/kito/training	Virtual via Microsoft Teams	All Employees	**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.
11/17/2026 8:30 AM to 4:00 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	ESOB 4th Floor 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.

11/17/2026 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 coworker 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!
11/19/2026 8:30 AM to 4:00 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	ESOB 4th Floor 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 and create and format tables and charts.
11/24/2026 8:30 AM to 4:00 PM	MS Word Level 3	$60	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	ESOB 4th Floor Meadowlark	All Employees	**You must have completed Microsoft Word Level 2 prior to enrolling.** Students will create a basic mail merge, create, and protect fillable forms, and work with and run a basic macro. You will also create a master document, table of contents, footnotes, endnotes, and cross-references.
11/24/2026 10:30 AM to 11:30 AM	Emotional Intelligence	$0	https://register.gotowebinar.com/register/1593724963882432089	Online	Only State Employees	- Implementing discipline over our emotional life is difficult and requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves and our lives and increase our productiveness overall. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

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. Accommodation 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 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/1/2026 8:30 AM to 4:00 PM	MS PowerPoint Level 1	$60	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	MS Teams	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.
12/3/2026 8:30 AM to 4:00 PM	MS PowerPoint Level 2	$60	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	MS Teams	All Employees	Students will learn how to create and modify templates, build a custom slide master, and insert multimedia elements. They'll also learn advanced techniques for working with charts, tables, clip art, and drawing tools. Students will add and modify action buttons, use advanced delivery techniques, customize, and create toolbars, and create macros.
12/9 - 12/10/2026 8:30 AM to 4:00 PM	MS Access Level 2	$80	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	ESOB 4th Floor Meadowlark	All Employees	**Must have completed Access Level 1 to enroll. This is a 2-day class.** Normalize tables, set table relationships, and implement referential integrity between related tables. * Create a Lookup list field, modify Lookup field properties, and use a subdatasheet to add data to related tables. * Create join queries, create calculated fields in a query, and use queries to view summarized and grouped data. * Add unbound controls, graphics, calculated fields, and a combo box to a form.
12/10/2026	KDHE Bloodborne Pathogens Training	$0	Stephen Tierce stephen.tierce@ks.gov https://www.train.org/ks/course/1114968/live-event	1001 SW Jackson Topeka, KS 66612 RM 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.

12/10/2026 10:30 AM to 11:30 AM	Building Trust	$0	https://register.gotowebinar.com/register/8457381989771177 86	Online	Only State Employees	Trust is an essential component of successful relationships both at work and in one's personal life. By establishing yourself as a person in whom others can put their trust, you can position yourself for greater personal happiness and professional success. Earning trust can take time and is not always easy, however. This workshop will describe several practices that help people build personal trust and credibility.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
12/11/2026	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance	$0 *$42.00 if seeking certification	Stephen Tierce stephen.tierce@ks.gov https://www.train.org/ks/course/1084865/live-event	1000 SW Jackson Topeka, KS 66612 RM 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.
12/14 - 12/16/2026 8:30 AM to 4:30 PM	Training of Trainers	$0	KS Dept. of Transportation (KDOT) kdot.odu_training@ks.gov **Email address has changed**	Docking State Office Bldg. 3rd Floor Rm. 344 Pawnee	All Employees	**This 3-day course** is designed to teach participants how to apply proven and successful training concepts; understand the value in creating a Trainer's Guide, Learner's Guide, Power-Point slide show; and how to strategically utilize additional training aides to support the trainer while also providing a more conducive learning experience for the participant. During this course they will also learn about the advantages of working with the ADDIE model when approaching a new training topic. They will identify the difference between Andragogy and Pedagogy, gain knowledge on the benefits of understanding the different learning styles, and use Blooms Taxonomy to help design powerful and attainable objectives for their new curriculum. It will expose them to specific do's and don'ts for facilitators and give them an opportunity to gain hands-on experience with these skills when they design and facilitate a mini training session for their class peers.
12/16/2026 12:30 PM to 4:00 PM 12/17/2026 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$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 TWO-DAY CLASS*** This class 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!
12/22/2026 10:30 AM to 11:30 AM	Humility - An Underappreciated Trait Of Confident People	$0	https://register.gotowebinar.com/register/1801225898409479514	Online	Only State Employees	Are you a humble person? Do you have confidence in yourself? Humility isn't always appreciated as a strength or trait of confident people but sometimes thought of as a weakness. Some believe that humility is having a low opinion of yourself or a lack of confidence but it is in fact the opposite, humility is the understanding that you can be confident and secure in your expertise and strengths while also admitting to your weaknesses or opportunity areas. This training will help you understand the importance of humility as a strength and it's relatedness to confidence and good self-esteem. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

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. Accommodation 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.**