TRAINING OPPORTUNITIES

REV 12/04/2025

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 (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: 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: 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** at: Megan.Burton@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov **Available in the KLPM** Search for **Course# DofA2022RM1**	Virtual	Records Officers or Designees; All Employees	**Records Management 101:** This presentation covers the basic information needed to successfully manage records in your office, including key terms, records laws, boards and committees involved with records management, and how to create or update your agency's retention schedules. *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# 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 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) - 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
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) 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 First Thursday of each month 12:00 PM to 1:30pm	KISO Back 2 Basics - Lunch and Learns	$0*	Kansas Information Security Office Microsoft Teams meeting Join on your computer or mobile app	Virtual - Teams	IT Professionals	Back 2 Basics: Align IT Operations and Security Operations Identify foundational components and practices to build secure environments Identify resources available to agencies
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content Accessibility: How to Make an Accessible Document in Microsoft Word	$0*	https://lsglm700.learnsoft.com/LSGLM/Login/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256532	Virtual	All Employees	Course# RVHR7101: This course consists of a series of instructive videos created by The Accessible Electronic Document Community of Practice (AED CoP) to explain and demonstrate the minimum steps needed to ensure your Microsoft Word document is Section 508 conformant.
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content Accessibility: How to Make an Accessible Spreadsheet in Microsoft Excel	$0*	https://lsglm700.learnsoft.com/LSGLM/Login/kslearninglogin.aspx?cid=81&showloi=1&svtab=6&loiid=256672	Virtual	All Employees	Course# RVHR7103: This course consists of a series of instructive videos created by The Accessible Electronic Document Community of Practice (AED CoP) to explain and demonstrate the minimum steps needed to ensure your Microsoft Excel spreadsheet is Section 508 conformant.
Ongoing Self-paced (Self-Enroll in KLPM)	Digital Content 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.

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 2025 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/9/2025 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
12/11/2025 8:30 AM to 12:00 PM	KDOR Respecting Differences in the Workplace (RVHR4009)	$0	KS. Dept. of Revenue (KDOR) Please provide us with your SHARP ID #/Employee ID # when you request enrollment through KDOR_LearningCenter@ks.gov Thank you!	Zibell Bldg. 300 SW 29th St. Topeka Honeybee Room	All Employees	This course will provide participants an opportunity to learn about unconscious bias and ways to ensure our workplace is a respectful one for all. By the end of the session, participants will be able to: Identify the consequences of disrespectful behavior and the benefits of respect in the workplace, identify unconscious bias, recognize and prevent harassment, and demonstrate respect strategies.

12/11/2025 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will link worksheets, work with concepts such as consolidating data, define 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. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
12/11/2025 10:30 AM to 11:30 AM	Building Trust	$0	Register 12/11/25	You will receive an email; it will have a link to the Webinar	All 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*
12/12/2025 2:00 PM to 3:30 PM	KDHE Bloodborne Pathogens Training KS-TRAIN #1114969	$0 *$18 for certification	Stephen Tierce stephen.tierce@ks.gov	CSOB RM 530 Topeka, KS 66613	All State of KS Employees	Designed for those who are at risk for on the job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course is one of the requirements of the OSHA Bloodborne Pathogens Standard. ** If student requests certification, a fee of $18.00 will be be assessed. **
12/16/2025 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
12/16/2025 10:30 AM to 11:30 AM	Strengthen Your Ability to Empathize	$0	Register 12/16/25	You will receive an email; it will have a link to the Webinar	All Employees	Everyone has heard the saying to "walk in their shoes." It is one of the simplest explanations of empathy. Understanding other peoples' outlook, being able to recognize their emotions and being sensitive to their situation is vital to communicate more effectively and build better relationships. This course will address ways to improve your capacity to demonstrate empathy. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
12/18/2025 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	We will use advanced formatting such as text spacing, creating breaks and sections, working with multilevel lists and applying page backgrounds. Attendees will use and create basic templates and create-to-print simple labels and envelopes through the Mailings Tab. Students will also explore table creation along with basic formatting, graphic organizer creation along with basic formatting, and ideas on how to share, review, modify and protect Word documents. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

12/19/2025 8:30 AM to 3:30 PM	Adult and Infant CPR, AED and First-Aid, Anaphylaxis and Asthma Inhaler Assistance KS-TRAIN #1084865	$0 *$38 for certification	Stephen Tierce stephen.tierce@ks.gov	CSOB RM 530 Topeka, KS 66612	All State of KS 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. Individuals who wish to just learn the skills and do not wish to have a certification card are welcome to attend the training. **For those individuals wanting or requiring certification cards from the training, a fee of $38 will be assessed.**

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

January 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/6/2026 9:00 AM to 3:30 PM	MS Word Level 3	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	**Must have completed Microsoft Word Level 2 to enroll**. Students will create a basic mail merge, create and protect fillable forms, and work with and run a basic macros. You will also create a master document, table of contents, footnotes, endnotes, and cross-references.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/7/2026 9:00 AM to 12:00 PM	How Full Is Your Bucket?	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	"How Full Is Your Bucket?" addresses how to define, identify, and minimize negativity in the workplace. Based on the book How Full Is Your Bucket, by Tom Rath and Donald Clifton, participants will learn the theory of the bucket and the dipper in this fresh and interactive classroom experience suitable for all State employees. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/8/2026 9:00 AM to 3:30 PM	PowerPoint Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/8/0226 10:30 AM to 11:30 AM	Managing Worry And Anxiety	$0	https://register.gotowebinar.com/register/8971023574439286111	Online	All Employees	Worries are thoughts we have about the future that generate fear. They arrive in the form of a "what if?" and generate dire warnings about terrible consequences that await us. Unfortunately, these warnings we give ourselves are generally overblown and focused on hypothetical problems that probably won't happen. Chronic worry that begins to impact the quality of life becomes "anxiety" and well-intended suggestions to "stop worrying" or applying common stress management techniques are mostly ineffective. This training will address how worry habits develop and methods of intervening with worry and anxiety.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

1/13/2026 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/13/2026 9:00 AM to 3:30 PM	Pushing Past Your Limits	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	This 3 hr. course is designed to help employees identify their self-imposed boundaries or “limitations” and break through to greater achievement. It will allow employees to recognize their weaknesses and identify their strengths and use them appropriately to be more productive and successful. Upon conclusion of this class the participant should Objectives: • Identify your core beliefs and determine how they are impacting your ability to achieve your goals or holding you back from achieving them. • Identify the four steps to training your mind to get what you want. • Explain the 8 steps to pushing past your limits when you think you have hit them. • Examine your weaknesses and identify a plan to work on them.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/15/2026 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will link worksheets, work with concepts such as consolidating data, define 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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/20/2026 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/22/2026 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	We will use advanced formatting such as text spacing, creating breaks and sections, working with multilevel lists and applying page backgrounds. Attendees will use and create basic templates and create-to-print simple labels and envelopes through the Mailings Tab. Students will also explore table creation along with basic formatting, graphic organizer creation along with basic formatting, and ideas on how to share, review, modify and protect Word documents.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

1/27/2026 10:30 AM to 11:30 AM	De-escalating Potentially Violent Situations	$0	https://register.gotowebinar.com/register/7700619252404583264	Online	All Employees	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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
1/28 - 1/29/2026 9:00 AM to 3:30 PM	MS Access Level 2	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	All Employees	**Must have completed MS 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.*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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

February 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/3/2026 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/5/2026 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	All Employees	We will use advanced formatting such as text spacing, creating breaks and sections, working with multilevel lists and applying page backgrounds. Attendees will use and create basic templates and create-to-print simple labels and envelopes through the Mailings Tab. Students will also explore table creation along with basic formatting, graphic organizer creation along with basic formatting, and ideas on how to share, review, modify and protect Word documents.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

2/10/2026 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/12/2026 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/12/2026 10:30 AM to11:30 AM	Managing Anger at Home and at Work	$0	Link Coming Soon!	Online	All Employees	Problems with anger management can result in performance issues at work, relationship issues at home and even health problems. This course will address the fundamentals of managing anger through exercises, discussion and development of a personal anger-management plan.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/17/2026 9:00 AM to 3:30 PM	MS PowerPoint Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	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.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/19/2026 9:00 AM to 3:30 PM	Introduction to Microsoft Teams	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	All Employees	Microsoft Teams is a core application for Office 365 that brings together instant message conversations, calls, meetings, and files. Teams can also be a hub from which you access and run other Office 365 applications, and even third-party tools. It provides a central place to work from, allowing you to focus on what you need to get done and collaborate as needed. Explore such topics as: creating Teams and Channels, scheduling and starting Meetings, using Breakout Rooms and planning and scheduling Live Events.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/24/2026 9:00 AM to 3:30 PM	MS Outlook Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor Meadowlark	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

2/24/2026 10:30 AM to 11:30 AM	Civility in the Workplace	$0	Link Coming Soon!	Online	All Employees	The prevalence and costs of incivility are on the rise in organizations. When employees are exposed to incivility in the workplace, they experience diminished self-control, which in turn creates increased incivility toward co-workers. Incivility does not involve openly hostile behavior, threats or sabotage and therefore doesn't warrant the same legal attention or sanctions as other forms of mistreatment, such as harassment. Incivility could be as simple as a sarcastic reply to a co-worker's comment or a perceived rude sentence in an email. This session will help you understand why we act less civil today and give some suggestions for making sure you don't exhibit behaviors that are uncivil. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/26/2026 9:00 AM to 12:00 PM	5 Waves of Trust	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	From the Wall Street Journal's #1 bestselling author of the Speed of Trust, we explore Stephen M.R. Covey's 5 Waves of Trust. This course will guide participants through defining the Four Cores of Credibility, understanding the 13 Behaviors of High-Trust Leaders, and enhancing organizational trust by creating Trust Dividends and removing the Trust Tax. This course is a must for supervisors and others actively working to advance and strengthen relationships amongst team leadership. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
2/26/2026 9:00 AM to 3:30 PM	MS Outlook Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

March 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/3/25 - 3/5/26 8:30 AM to 4:30 PM	Leadership and Supervisory Issues (LSI)	$0	For all non-DCF participants, email craig.kibbe@ks.gov to register. All DCF participants register through the KLPM.	In-Person DAB Building, 555 S. Kansas Ave., Topeka	New Supervisors (Seasoned Supervisors also encouraged to consider this newly updated and revised offering.)	This 3-day course is a collaboration with the Dept. for Children and Families and the Dept. of Administration (OPS). Course Purpose: To expand the capacity of each participating supervisor to more effectively sit and deliver in their role as supervisor. Attention to cognitive understanding, inner awareness and outward skills will be a part of the learning and practice. Participants will be stretched to not only grow in their knowledge but also their framing and practice of more effective supervision. This course views Supervisors as the gatekeepers of the organizational culture. Their effectiveness directly impacts not only what work is done, but how it is done...and both matter.

3/3/2026 9:00 AM to 3:30 PM	MS Word Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Explore the Word environment; create, save, and close documents; and use the Help system. Navigate in a document; use some of Words automated tasks; use basic editing techniques; and use the Undo and Redo commands. Select text; copy and move text; and use the Find and Replace commands to modify document text. Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/5/2026 9:00 AM to 12:00 PM	5 Levels of Leadership	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	In this course we will learn that true leadership isn't about having a certain job or title. Being chosen for a position is only the first of the five levels every effective leader achieves. To become more than "the boss" people follow only because they are required to, you have to master the ability to invest in people and inspire them. To grow further in your role, you must achieve results and build a team that produces. You need to help people to develop their skills to become leaders in their own right. And if you have the skill and dedication, you can reach the pinnacle of leadership – where experience will allow you to extend your influence beyond your immediate reach and time for the benefit of others.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/5/2026 9:00 AM to 3:30 PM	MS Word Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	We will use advanced formatting such as text spacing, creating breaks and sections, working with multilevel lists and applying page backgrounds. Attendees will use and create basic templates and create-to-print simple labels and envelopes through the Mailings Tab. Students will also explore table creation along with basic formatting, graphic organizer creation along with basic formatting, and ideas on how to share, review, modify and protect Word documents. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/10/2026 9:00 AM to 3:30 PM	MS Excel Level 1	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will identify the main components of the Excel window and an Excel workbook. They will use the help feature, format text, numbers, data rows and columns. They will create sum, average, min, max and count functions using AutoSum. Students will create formulas that add, multiply and divide; insert and format charts. They will preview and control page set-up options, print a worksheet and a specific area of a worksheet. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/12/2026 9:00 AM to 3:30 PM	MS Excel Level 2	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will link worksheets, work with concepts such as consolidating data, define 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. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

3/12/2026 10:30 AM to 11:30 AM	Creating Psychological Safety in the Workplace	$0	Link Coming Soon!	Online	All Employees	Psychological safety is the belief that it's OK to take interpersonal risks without fear of undue consequences. In a psychologically safe environment, people are more likely to speak up when they see their team or organization heading down the wrong path. They're more likely to brainstorm and experiment in ways that help teams innovate, and they're less likely to go along with risky behaviors that create an unsafe workplace. Psychological safety allows a person to be themselves, which strengthens morale, sense of belonging, and employee retention. In this session, we'll discuss how leaders can foster a psychologically safe environment and explore why people may feel psychologically unsafe without their leaders even realizing it. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/17/2026 9:00 AM to 3:30 PM	Introduction to Microsoft Teams	$60	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	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. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/19/2026 9:00 AM to 12:00 PM	The Happiness Advantage	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in life and in the workplace. Participants will learn the importance of overcoming stress and negativity to create a work environment that is pleasant and stimulating. Participants will learn how stress affects team members differently and how to recognize when it is hurting productivity. Course Objectives: 1. Discuss the Happiness Advantage and how it can apply to the workplace. 2. Discover how to create positive outcomes in the workplace. 3. Use the Happiness Advantage to raise productivity and performance. 4. Utilize simple activities that can raise our happiness baseline in life and in the workplace. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/19/2026 9:00 AM to 3:30 PM	SQL Fundamentals	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	This is a basic introduction to SQL. Students will learn about retrieving data from a table, using operators, functions, joins and subqueries. Upon class completion students will receive a certificate. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/24/2026 10:30 AM to 11:30 AM	Social Skills Refesh! How to Have Good Conversations in Social Situations	$0	Link Coming Soon!	Online	All Employees	Worried that your social skills may have atrophied lately? Or just interested in some helpful tools for having good conversations? Then this is the session for you. This workshop reviews how to handle those awkward social interactions in which you're not sure how to break the ice and how to respond to someone else's efforts to do the same. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

3/24 - 3/25/26 9:00 AM to 3:30 PM	MS Excel Level 3	$80	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	**Must have completed Excel Level 2 to enroll. This is a 2-day class.** Students will use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify. Use the PivotTable and PivotChart Wizard to create a basic 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. Learn to export data from Excel to a text file and import data from a text file into an Excel workbook. Record and run a basic macro. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/25/2026 9:00 AM to 12:00 PM	5 Levels of Leadership	$0	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	Eisenhower State Office Building (ESOB) 4th Floor East Tower	All Employees	In this course we will learn that true leadership isn't about having a certain job or title. Being chosen for a position is only the first of the five levels every effective leader achieves. To become more than "the boss" people follow only because they are required to, you have to master the ability to invest in people and inspire them. To grow further in your role, you must achieve results and build a team that produces. You need to help people to develop their skills to become leaders in their own right. And if you have the skill and dedication, you can reach the pinnacle of leadership – where experience will allow you to extend your influence beyond your immediate reach and time for the benefit of others. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
3/26/2026 9:00 AM to 12:00 PM	Windows Basics	$50	KS Dept. of Transportation (KDOT) KDOT#ODU_Training@ks.gov	MS Teams	All Employees	Students will learn how to personalize their desktop, understand Windows (including file and folder searching and management), use the Taskbar and Start Menu as well as understand Libraries. They will use Aero features, the Snipping Tool and look at User Account Controls. The course will also cover how to use the Steps Recorder and using features of Edge. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

April 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/9/2026 10:30 AM to 11:30 AM	Being Part of a Multigenerational Team	$0	Link Coming Soon!	Online	All Employees	In today's work world, we often need to work in groups of people who have many differences, and yet are supposed to seamlessly form an effective team. We've all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*

4/28/2026 10:30 AM to 11:30 AM	Managing Your Emotions in the Workplace	$0	Link Coming Soon!	Online	All Employees	Everyone experiences emotions at work. We get frustrated with bosses giving more work when they don't understand how much work we already have. We get upset with co-workers who don't do their jobs, so we can't do ours. We get angry with irate customers who don't realize we are only trying to help. We worry about an uncertain future. But with all these emotions, most people don't think they have anything to do with how they are feeling. They believe their emotions are a result of an external cause. That just isn't true. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

May 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/14/2026 10:30 AM to 11:30 AM	Mental Health Awareness for Leaders	$0	Link Coming Soon!	Online	All Employees	Managing individuals who may be struggling with stress, anxiety, depression and other mental health concerns can be a difficult balancing act. Your role is to manage performance and to bring out the best in your workforce, but accomplishing this often requires you to express concern and support when employees struggle emotionally. Managers often feel uncomfortable in this aspect of their role and may lack the important skills of "emotional management." This course covers ways employees may present their distress and offers insights and strategies on forging supportive empathic alliances within the role of manager. The session also identifies common mistakes managers make in responding to employees in distress and explains communication skills that express support and convey positive expectancy. Participants are also given information on how to refer employees to the Employee Assistance Program. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
5/25/2026 10:30 AM-11:30 AM	Mental Health Awareness	$0	Link Coming Soon!	Online	All Employees	At one time or another, everyone experiences symptoms of mental illness. Too frequently the response to such symptoms in the workplace is confusion, fear, judgment, avoidance and outright rejection. This leads to a worsening of symptoms and a deterioration of performance. This training is designed to reduce the stigma associated with mental illness and to promote ways of supporting one another in the workplace. The session will address signs and symptoms of distress and effective ways of providing support for co-workers. The training also will include exercises to develop these skills. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

June 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/11/2026 10:30 AM to 11:30 AM	Self-Care Tips for Managers	$0	Link Coming Soon!	Online	All Employees	Stressful situations, whether from internal or external sources, are inevitable in organizations. For some managers, this may lead to over-extending themselves with minimal time for self-care. This training offers tools to help managers cope with stress and thrive in their organizations. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
6/23/2026 10:30 AM to 11:30 AM	Becoming A Team Player	$0	Link Coming Soon!	Online	All Employees	In today's work world, we often need to work in groups of people who have many differences, and yet are supposed to seamlessly form an effective team. We've all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

July 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/9/2026 10:30 AM to 11:30 AM	Autonomy: Strengthening Your Ability to Work Independently	$0	Link Coming Soon!	Online	All Employees	If organizations are to continue to be flexible and innovative to meet the challenges of the future, employees will need to not only be responsible for their own actions and decisions, but will also need to have the ability to work independently. This session looks at the skills necessary to develop autonomy and the characteristics of individuals who demonstrate autonomy. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
7/28/2026 10:30 AM to 11:30 AM	Developing a Growth Mindset	$0	Link Coming Soon!	Online	All Employees	Are you stuck in the mindset of "I can't" or "I'm just not good at this?" What if the greatest barrier to your success isn't the challenges themselves, but the way you perceive and approach them? It's time to break free. In today's rapidly evolving world, the ability to embrace challenges and continuously learn is essential for personal and professional success. We will dive into real-world strategies for embracing challenges head-on, learning from feedback, and cultivating a passion for lifelong learning. You will discover how to shift your thinking, overcome obstacles, and turn setbacks into opportunities for growth. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

August 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/13/2026 10:30 AM to 11:30 AM	Effective Communication	$0	Link Coming Soon!	Online	All Employees	Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
8/25/2026 10:30 AM to 11:30 AM	Moving From School to Career	$0	Link Coming Soon!	Online	All Employees	Making the transition from school to career can be a difficult and exciting time. For the first time you are completely independent, with your own job, home and life. But along with this excitement comes great responsibility: establishing yourself, paying rent and paying bills. How will you manage all of this while still trying to make an impression in your new workplace? This workshop will address the skills and behaviors needed to successfully transition from an academic to career-oriented life. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

September 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/10/2026 10:30 AM to 11:30 AM	Suicide Awareness	$0	Link Coming Soon!	Online	All Employees	Suicide is a profoundly disturbing event, and most people respond with confusion, fear and anger when confronting it. This course will demystify suicide through discussion of why it occurs, the risk factors associated with suicide and how to intervene with those who are suicidal or potentially suicidal. *If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
9/28/2026 10:30 AM to 11:30 AM	Managing Up for Professional Success	$0	Link Coming Soon!	Online	All Employees	Knowing how to work with your supervisor can be one of the most challenging and most important components of a successful career. This session provides tips on how to “manage up” in order to build a successful, transparent and mutually beneficial relationship with your boss. Through an interactive session and reflective activities, participants learn concrete steps to better “manage up” to their supervisor. *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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**

October 2026 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/8/2026 10:30 AM to 11:30 AM	Domestic Violence Awareness	$0	Link Coming Soon!	Online	All Employees	According to domestic violence statistics released by the Centers for Disease Control and Prevention (CDC) in 2017, forms of domestic violence could affect up to 1 in 4 women and 1 in 7 men in America at some point in their lifetime. Domestic violence is not limited to physical forms of battery or abuse. Rather, it takes a variety of forms, including emotional, physical, sexual, economic and psychological methods of abuse or control. Its wide range of forms adds to the difficulty of discovering, stopping, and prosecuting abusers. This is an awareness webinar designed to provide not only facts and statistics but also an understanding that help is available through a wide variety of resources.*If this course does not meet the minimum enrollment requirements 30 days prior to the date, the course will be cancelled*
10/27/2026 10:30 AM to 11:30 AM	Managing Anger at Home and at Work	$0	Link Coming Soon!	Online	All Employees	Problems with anger management can result in performance issues at work, relationship issues at home and even health problems. This course will address the fundamentals of managing anger through exercises, discussion and development of a personal anger-management plan. *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 assocaiated 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
11/12/2026 10:30 AM to 11:30 AM	Initiating Difficult Conversations	$0	Link Coming Soon!	Online	All 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*

11/24/2026 10:30 AM to 11:30 AM	Emotional Intelligence	$0	Link Coming Soon!	Online	All 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 assocaiated 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
12/10/2026 10:30 AM to 11:30 AM	Building Trust	$0	Link Coming Soon!	Online	All 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*
12/22/2026 10:30 AM to 11:30 AM	Humility - An Underappreciated Trait Of Confident People	$0	Link Coming Soon!	Online	All 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 assocaiated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.**