



# FY26 COURSE CATALOG



## Table of Contents

Performance and Development Solutions .....	4
New for FY26 .....	5
Coming Soon.....	6
Certificate Programs.....	7
Certified Public Manager (CPM).....	9
Advanced Principles of Communication, Part 1 – Authenticity .....	10
Advanced Principles of Communication, Part 2 – Coaching.....	11
Advanced Procurement Certification .....	11
Advanced Thinking for Problem-Solving Managers .....	12
Americans with Disabilities Act (ADA).....	12
Creating a Violence-Free Workplace .....	13
Creative Thinking.....	13
Crucial Accountability.....	14
Crucial Conversations .....	14
Cultural Competency.....	15
Customer Experience .....	15
Developing Employees .....	16
Dimensions of Behavior.....	16
Dimensions of Leadership .....	17
Discipline, Grievance, & the Merit System.....	17
Civility Training for Employees .....	18
Civility Training for Managers & Supervisors .....	18
Emotional Intelligence 2.0.....	19
Enhancing Team Membership.....	19
Equal Employment Opportunity (EEO), Affirmative Action (AA) & Anti-Discrimination.....	20
Ethics of Leadership & Influence .....	20
Financial & Budgeting.....	21
First Aid / CPR.....	21
Fundamentals of Supervision .....	22
Generational Diversity.....	22
Getting Things Done .....	23
Introduction to State Procurement.....	23
Investigating Employee Misconduct .....	24
Leading Through Change.....	24

Listening Skills.....	25
Managing Conflict & Resistance in the Workplace .....	25
Managing Effective Meetings.....	26
Managing Stress & Workplace Accountability .....	26
Mental Health First Aid.....	27
Performance Evaluation .....	27
The Power of Habit.....	28
Preventing Sexual Harassment for Employees.....	28
Preventing Sexual Harassment for Supervisors.....	29
Professional Impact .....	29
Project Management Fundamentals.....	30
Project Management Seminar.....	30
Role of the Lead Worker.....	31
Shaping Effective & Engaged Teams .....	31
State Government Foundations .....	32
Substance Abuse Policy .....	32
The Servant Leader.....	33
Vacancy to Hire.....	33
Workplace Ethics .....	34
Workplace Harassment .....	34
Specialized Trainings .....	35
Courses by Topic.....	37
Topic Descriptions .....	39
Courses by Month .....	40

“

I learned universally applicable  
soft skills that every person  
needs to be successful.

”

## Performance and Development Solutions

At DAS Performance & Development Solutions (PDS), our mission is to provide development solutions that empower state employees to delivering high-quality, timely, and cost-effective programs and services. We equip agencies with the knowledge, skills, and tools needed to improve performance and support strategic goals. Our facilitators are skilled practitioners from across the country who bring real-world experience and fresh perspectives to every course. Our services are designed to support your agency's priorities and initiatives.

### What we offer

PDS offers a variety of courses to meet your needs. PDS courses are available to State of Iowa employees as well as other organizations, such as county and city government, and the general public.



#### On-Demand

Courses taken completely online at your own pace.



#### Instructor-Led

Live courses occurring virtually and in-person by training experts.



#### New Horizon

Live, virtual courses focused on technical learning. Learn more on the [PDS website](#).



#### Certifications

Develop professional and leadership skills through one of the certificate series.



#### Special Sessions

Training that is customized to your agency or team.



#### Certified Public Manager

Nationally-accredited program for supervisors, managers, executives, and project managers.

### Enrollment

#### State Employees

Enroll through Workday Learning. Search course offerings under “discover” or click the “enroll” button on course offerings in this catalog.

#### External Participants

Complete this [enrollment form](#) and email it to [pds@iowa.gov](mailto:pds@iowa.gov).

### Contact us

Email: [pds@iowa.gov](mailto:pds@iowa.gov)

Phone: 515-281-5456

Fax: 515-242-6450



Department of  
Administrative Services



# NEW FOR 2025

Check out our new and updated offerings to support your professional development.

## New for FY26

PDS is continually exploring opportunities to enhance our current offerings and identify additional opportunities for state employees. Our FY26 catalog includes targeted programs designed to strengthen core competencies, develop leadership skills, and prepare employees for future challenges in public service. Check out our new offerings available now, and courses coming this fiscal year.

### Crucial Teams

Strengthen your team this year with *Crucial Teams*, a dynamic experience built on the Strength Deployment Inventory® (SDI®). This engaging course helps team members understand their own and each other's motivations, communication styles, and conflict triggers to improve collaboration and reduce tension. With practical tools and powerful insights, your team will build trust, enhance productivity, and develop healthier, more effective working relationships. If your team works closely together, this course will transform how they connect, communicate, and succeed.

### Mental Health First Aid

Support your team's well-being with Mental Health First Aid, a practical, evidence-based course that helps people recognize and respond to signs of mental health challenges. Participants will learn how to approach tough situations with confidence, offer support without judgment, and connect others to the right resources. It's a great way to build a more compassionate, responsive, and stigma-free workplace.

### Monthly Manager Training

Stepping into a management or supervisory role is both exciting and challenging. To support this transition, PDS offers monthly training sessions specifically designed for new managers and supervisors. These brief, targeted sessions complement agency onboarding efforts and provide essential information on topics such as self-care, employee management, and team leadership. New managers will receive monthly email notifications and are encouraged to set aside less than an hour to complete each session.



## Coming Soon

These upcoming offerings are still in development and will be introduced during the fiscal year. Stay tuned for more details and launch dates as these new opportunities take shape.

### Discipline, Grievance, and the Merit System & Investigating Employee Misconduct

You shared and we listened! PDS has overhauled these courses to meet your needs and ensure you feel confident handling employee misconduct. Key improvements include:

- Combining the two courses for a seamless learning experience that covers the process from start to finish
- Providing foundational information in an on-demand format, allowing you to learn at your own pace and easily reference materials when needed
- Instructor-led sessions focusing on hands-on case studies and opportunities to apply knowledge gained from the on-demand course

### Performance Evaluation

Performance evaluations play a critical role in employee development—but they shouldn't be limited to a single annual meeting. This updated hybrid course blends self-paced online learning with live, instructor-led discussion to reinforce that performance management is an ongoing, continuous process. Participants will explore how to set clear expectations, offer meaningful feedback, and hold productive evaluation conversations. The new format offers greater flexibility while still delivering practical strategies to build a stronger performance culture across your team or agency.





# CERTIFICATES

Develop your professional and leadership skills through one of our certificate series!

## Certificate Programs

PDS offers four certificate programs to develop the professional and leadership skills of state employees. Whether you're just starting your career or stepping into a management role, these programs provide structured learning to support your growth. More information on individual courses including descriptions, delivery, and cost can be found on pages 10-34 of this catalog.

### Talent Development (TDC)

TDC is for all state employees and especially for employees new to working in the public sector.

Courses to complete certificate

- [Cultural Competency](#)
- [Customer Experience](#)
- [Dimensions of Behavior](#)
- [Diversity and Civility Training for Employees](#)
- [Generational Diversity](#)
- [Listening Skills](#)
- [Professional Impact](#)
- [Project Management Fundamentals](#)
- [Preventing Sexual Harassment for Employees](#)
- [State Government Foundations](#)
- [Workplace Ethics](#)

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### Advanced Talent Development (ATDC)

ATDC is for any state employee who has been working in the public sector for more than two years.

Courses to complete certificate

- [Advanced Principals of Communication – Part 1: Authenticity](#)
- [Advanced Principals of Communication – Part 2: Coaching](#)
- [Creating a Violence-Free Workplace](#)
- [Enhancing Team Membership](#)
- [Getting Things Done](#)
- [Managing Stress and Workplace Accountability](#)
- [The Power of Habit](#)
- [Role of the Lead Worker](#)

ENROLL

“

I love these certificate series classes. I'm learning a lot and I love the networking they provide. These classes have not only benefited me professionally, but I've been able to use concepts in my personal life as well. That is what I love about these courses—they teach important life skills that you can use in all aspects of your life.

”

## Leadership Capacity Building Development (LCBDC)

LCBDC is for state employees who are interested in developing leadership skills or are new to leadership positions.

Courses to complete certificate

- [Crucial Conversations](#)
- [Dimensions of Leadership](#)
- [Ethics of Leadership & Influence](#)
- [Financial & Budgeting](#)
- [Fundamentals of Supervision](#)
- [Managing Effective Meetings](#)
- [Performance Evaluation](#)
- [Shaping Effective & Engaged Teams](#)
- [The Servant Leader](#)
- [Vacancy to Hire](#)
- [Workplace Harassment](#)

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## Management Development (MDC)

MDC is for state employees who are classified as a manager or supervisor.

Courses to complete certificate

- [Advanced Thinking for Problem Solving Managers](#)
- [Americans with Disabilities Act \(ADA\)](#)
- [Crucial Accountability](#)
- [Creative Thinking](#)
- [Developing Employees](#)
- [Discipline, Grievance, & the Merit System](#)
- [Diversity and Civility Training for Managers & Supervisors](#)
- [Emotional Intelligence](#)
- [Equal Opportunity/ Affirmative Action & Anti-Discrimination](#)
- [Investigating Employee Misconduct](#)
- [Leading Through Change](#)
- [Managing Conflict & Resistance in the Workplace](#)
- [Preventing Sexual Harassment for Supervisors](#)
- [Project Management Seminar](#)
- [Substance Abuse Policy](#)

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## Enrollment

To enroll in a certificate program:

1. Click on the enroll buttons above or visit Workday Learning and search for the certificate program you wish to enroll in. Enroll in the certificate program.
2. Register for each course in the program based on your availability.

All course work for a series must be completed within a five-year period. Once completed, employees receive a certificate signed by the Governor, Lieutenant Governor, DAS director, and your department's director.





# CERTIFIED PUBLIC MANAGER (CPM)

Elevate your leadership with Iowa's premier professional certification program.



## Certified Public Manager (CPM)

The State of Iowa, with Drake University, offers a nationally-accredited Certified Public Manager® (CPM) program. CPM is an intensive learning experience for supervisors, managers, executives, management staff, and project managers. The program includes discussion, traditional classroom experiences at Drake University, and online learning. Participants complete a team project related to real-life situations, problems, or a concern in their job, giving participants the opportunity to apply the theories, principles, and techniques learned in the CPM program.

### Eligibility

Participating employees must:

- manage people or projects
- be employed by a government agency (including municipal, county, township, federal, special district, state and regional governments)
- possess conceptual ability, reading comprehension and written and verbal communication capabilities
- commit to completing the entire program - usually in a two-year period
- complete the required application and receive an endorsement from their immediate supervisor and organization's director or designee
- meet any additional criteria as determined by their organization

### Benefits of Participation

Graduates Receive:

- Nationally recognized CPM designation
- Best-practice management strategies and enhancement of personal leadership strengths
- Increase in intergovernmental networks and communication
- One year of experience for some state job classifications
- Nine hours of graduate credit from Drake University, which may be applied toward a Master of Public Administration degree

Organizations Receive:

- Work-related projects that enhance research, problem-solving, and planning
- Improved efficiency, effectiveness, and cost-saving skills and knowledge
- Enhanced skills to build a high performing workplace
- Innovative approaches
- Improved intergovernmental communication

### DETAILS

 Recognition:

CPM Designation

 Time:

Cohorts start each September and January, meeting 2-3 times per month over the course of 17 months, totaling over 300 contact hours.

 Investment:

\$3500

[MORE INFO](#)

# FY26 COURSES

With over 45 courses to choose from, investment in your professional development starts here.

## Advanced Principles of Communication, Part 1 – Authenticity

*Helena Long & Laura Maloney, JET Engineering*

### Overview

This course focuses on the latest research and trends in leadership, outlining the importance of authenticity in leadership. Participants will gain an understanding of the impact that authenticity has on employee engagement, wellbeing, and performance.

### Workplace Impact

By examining the factors of human behavior that prevent people from being their authentic selves and learning about the link between shame, vulnerability, connection, and authenticity, you'll develop practical skills for the workplace. Identifying shame triggers and addressing them through empathy will enable you to lead with greater authenticity, producing desired behaviors and outcomes in your team and organization.

### Schedule

Sep. 16, 2025	Dec. 3, 2025	Mar. 3, 2026	Jun. 2, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	Virtual	Virtual	Virtual

### DETAILS



Themes:

Communication & Teamwork, Leading People, Managing & Developing, Public Service & Organizational Integrity



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$60

Non-Participating: \$188

**ENROLL**



## Advanced Principles of Communication, Part 2 – Coaching

Helena Long & Laura Maloney, JET Engineering

### Overview

With a focus on building coaching and communication strategies, this course is designed to help you better lead no matter your role in state government. Participants will engage in highly-interactive learning to gain practical tools for leading projects and guiding fellow employees through various situations. Recommended for participants who have completed the PDS course Advanced Principles of Communication Part 1.

### Workplace Impact

By understanding emotional intelligence as a foundation of human behavior, participants will develop greater control over their own actions, becoming more effective coaches to colleagues. The course covers coactive coaching contexts and techniques for navigating difficult conversations, enhancing workplace relationships and improving project outcomes.

### Schedule

Sep. 25, 2025	Dec. 9, 2025	Mar. 10, 2026	Jun. 9, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	Virtual	In-person	Virtual

## Advanced Procurement Certification

Karl Wendt, DAS

### Overview

This full-day seminar is designed to prepare state employees to conduct procurement actions with an estimated value between \$5,000 and \$50,000 for goods and services. Participants must take and pass the Introduction to State Procurement seminar prior to registering for this seminar.

### Workplace Impact

Participants will develop essential skills for performing effective procurement functions, including completing research and needs assessments, navigating the solicitation process, and constructing evaluation procedures. These competencies will enable staff to conduct intermediate-level purchasing activities with confidence and in compliance with state regulations.

### Schedule

Aug. 14, 2025	Oct. 16, 2025	Jan. 15, 2026	Apr. 16, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
In-person	In-person	In-person	In-person

### DETAILS



Themes:

Communication & Teamwork, Leading People, Managing & Developing



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$60

Non-Participating: \$188

ENROLL

### DETAILS



Themes:

Public Service & Organizational Integrity



Format:

In-person



Time:

8 hours



Investment:

Participating: \$0

Non-Participating: \$188

ENROLL

## Advanced Thinking for Problem-Solving Managers

Sarah Ennis, Sparkpoint

### Overview

Strategic thinking helps you use critical thinking to solve complex problems and plan for the future. These skills are essential for achieving business objectives, overcoming obstacles, and addressing long-term challenges. This course introduces a strategic planning process and shows how these tools apply to both professional and personal decisions. Recommended for current supervisors, managers, and advanced leaders, it offers a practical starting point for strategic development.

### Workplace Impact

Participants will gain tools to tackle challenges strategically and make confident, long-term decisions. They will learn to conduct a simple SWOT analysis, distinguish strategic planning from systems thinking, and apply critical thinking to leadership. These skills will help participants build stronger connections, shape effective strategies, and lead teams through complex issues with confidence and clarity.

### Schedule

<b>Aug. 7, 2025</b> 8:30AM - 4:30PM Virtual	<b>Nov. 16, 2025</b> 8:30AM - 4:30PM Virtual	<b>Jan. 15, 2026</b> 8:30AM - 4:30PM Virtual	<b>Apr. 2, 2026</b> 8:30AM - 4:30PM In-person
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### DETAILS



Themes:

Communication & Teamwork, Public Service & Organizational Integrity



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$173

Non-Participating: \$346

ENROLL

## Americans with Disabilities Act (ADA)

On-Demand through Workday Learning

### Overview

This course is designed to help supervisors and managers understand their legal responsibilities under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). It will address common questions, clarify key definitions, and provide valuable resources to guide supervisors and managers in real-world workplace situations involving disability accommodations.

### Workplace Impact

Participants will understand the history of the ADA, the definitions under the ADA, and the changes introduced by the ADAAA. They will learn to apply EEOC guidelines for compliance, recognize who qualifies as a qualified individual, and identify essential job functions. Additionally, participants will gain clarity on reasonable accommodations and the concept of undue hardship, empowering them to make informed decisions.

### DETAILS



Themes:

Public Service & Organizational Integrity



Format:

On-Demand



Time:

30 minutes



Investment:

Participating: \$0

Non-Participating: \$42

ENROLL

## Creating a Violence-Free Workplace

*On-Demand through Workday Learning*

### Overview

This course provides employees with essential information about potential violence in the workplace. It covers state policies and procedures, along with clear definitions of workplace violence.

### Workplace Impact

Participants will gain the ability to recognize potential and effectively assess violent behavior. They will learn techniques for diffusing violent situations and understand the importance of reporting workplace violence. Participants will be more aware of the risks posed by members of the public who may bring violence into the workplace, equipping them with tools to foster a safer workplace environment.

## Creative Thinking

*Helena Long & Laura Maloney, JET Engineering*

### Overview

As Albert Einstein said, "We cannot solve our problems with the same thinking we used when we created them." Work settings are rapidly changing, associates are moving into new roles, and individuals at all levels are facing an increasing flow of information. This course will focus on generating creative ideas and solutions using practical thinking and problem-solving tools. Participants will use assessments, models, tools, group discussions, and small group exercises to apply these strategies to real work challenges.

### Workplace Impact


Participants will develop the skills to address misperceptions and organizational blocks to creativity, enabling them to think more freely and effectively. They will learn to apply different creative thinking styles, leveraging the strengths of each to enhance their problem-solving abilities. By using proven problem-solving processes and tools, participants will be able to identify and define problems, analyze root causes, generate and select solutions, and execute action plans to drive results. These skills will help participants tackle complex challenges with innovative solutions, improving decision-making and overall work performance.

### Schedule

**Jul. 23, 2025**  
8:30AM - 4:30PM  
In-person

**Stay tuned for additional dates!**

### DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

On-Demand

 Time:

30 minutes

 Investment:

Participating: \$0

Non-Participating: \$42

**ENROLL**

### DETAILS

 Themes:

Public Service & Organizational Integrity, System Integration

 Format:

In-person and Virtual

 Time:

8 hours

 Investment:

Participating: \$80

Non-Participating: \$160

**ENROLL**



## Crucial Accountability

Kim Hanson, PDS

### Overview

Crucial Accountability® builds on Crucial Conversations® by teaching a clear process for identifying and addressing performance gaps. Participants learn skills to strengthen accountability, improve execution, and reduce inconsistency and resentment.

*Completion of Crucial Conversations® is required.*

### Workplace Impact

Participants will gain tools to hold others accountable while maintaining positive relationships. Participants will feel more confident addressing problems, communicating consequences, and keeping projects on track without taking over. Attendees will learn to move from conversation to action through planning, follow-up, and clear expectations.

### Schedule

<b>Aug. 27, 2025</b> 8:30AM - 4:30PM Virtual	<b>Oct. 9, 2025</b> 8:30AM - 4:30PM In-person	<b>Feb. 3, 2026</b> 8:30AM - 4:30PM Virtual	<b>May 12, 2026</b> 8:30AM - 4:30PM In-person
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### DETAILS



Themes:

Leading People, Managing & Developing



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$250

Non-Participating: \$500

**ENROLL**

## Crucial Conversations

Shelly Ramus, PDS

### Overview

Crucial Conversations® teaches skills for creating alignment and fostering open dialogue around high-stakes, emotional, or risky topics at all levels of your organization. By learning how to speak and be heard, and encouraging others to do the same, you'll surface the best ideas, make higher-quality decisions, and act with unity and commitment.

### Workplace Impact

Participants will develop techniques to speak persuasively rather than abrasively, leading to stronger communication and collaboration. The course provides tools for improving teamwork, building acceptance, and resolving disagreements, contributing to a more effective and productive work environment.

### Schedule

<b>Aug. 12 - 13, 2025</b> 8:30AM - 4:30PM In-person	<b>Sep. 24 - 25, 2025</b> 8:30AM - 4:30PM In-person	<b>Nov. 3 - 7, 2025</b> 9:00 - 11:30AM Virtual	<b>Jan. 26 - 30, 2026</b> 9:00 - 11:30AM Virtual
<b>Mar. 11 - 12, 2026</b> 8:30AM - 4:30PM In-person	<b>Apr. 13 - 17, 2026</b> 9:00 - 11:30AM Virtual	<b>May 12 - 13, 2026</b> 8:30AM - 4:30PM In-person	<b>Jun. 15 - 19, 2026</b> 9:00 - 11:30AM Virtual

### DETAILS



Themes:

Communication & Teamwork, Leading People, Public Service & Organizational Integrity



Format:

In-person and Virtual



Time:

16 hours



Investment:

Participating: \$350

Non-Participating: \$700

**ENROLL**

## Cultural Competency

Viki Johnston, Leverage HR

### Overview

Participants will review the value of diversity and gain an understanding about the dynamics of difference. The course focuses on accessing cultural knowledge and the effectiveness of culturally congruent approaches. Recommended for participants who have completed the PDS Course, Diversity and Civility Training.

### Workplace Impact

By distinguishing between diversity and cultural competency concepts, participants will develop enhanced awareness when interacting with individuals from different cultural backgrounds. Through case study analysis, employees will gain practical skills that improve workplace communication and collaboration across cultural differences. The course enables staff to develop and implement cultural competency goals specific to their department or agency, leading to more inclusive service delivery and work environments.

### Schedule

Aug. 5 - 6, 2025	Nov. 5 - 6, 2025	Mar. 17 - 18, 2026	May 28, 2026
8:30AM - 12:30PM	8:30AM - 12:30PM	8:30AM - 12:30PM	8:30AM - 4:30PM
Virtual	Virtual	Virtual	In-person

### DETAILS

 Themes:

Communication & Teamwork, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$184

Non-Participating: \$368

**ENROLL**

## Customer Experience

Carol Tripp, MERIT Management

### Overview

What is the difference between customer service and customer experience? Who are your customers? What do you know about them? What are touchpoints for your customers? Explore your customer's journey as they interact with your agency or facility and identify proactive methods to address negative customer experiences.

### Workplace Impact

Participants will leave the class with practical methods to handle service challenges. The course equips employees with techniques for helping citizens navigate government processes and strategies for positive interaction across all communication channels. Staff will learn to recognize triggers and deliver effective responses that enhance agency reputation and public service delivery.

### Schedule

Oct. 13, 2025	Stay tuned for additional dates!
8:30AM - 4:30PM	
Virtual	

### DETAILS

 Themes:

Communication & Teamwork, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$100

Non-Participating: \$200

**ENROLL**

## Developing Employees

Kim Hanson, PDS

### Overview

This course, designed for managers and supervisors, focuses on becoming the manager employees need you to be. Participants will gain an understanding of the impact of staying in touch with your team, accepting that mistakes and failures are important to growth, and how 1:1 meetings can facilitate employee development. The concepts of accountability, communication, engagement, listening, and assessing will be discussed through practical techniques.

### Workplace Impact

When people have an effective coach in their boss, they ramp up their productivity, become more satisfied in their job and are able to accept challenges. By implementing regular check-ins, constructive feedback techniques, and effective 1:1 meetings, managers create an environment where mistakes and failures contribute to the growth and success of the team rather than hindering progress.

### Schedule

Sept. 4, 2025	Dec. 4, 2025	Jan. 28, 2026	Mar. 19, 2026	Jun. 9, 2026
8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM
In-person	Virtual	Virtual	In-Person	In-person

## Dimensions of Behavior

Ann Wright, The Wright Solutions

### Overview

In this engaging workshop, participants will explore their behavior through the lens of the four DiSC dimensions. Participants will gain valuable insight into their own behavioral tendencies and learn when and how to adapt their approach in different situations. Through this deeper understanding, participants will discover how recognizing and responding to different styles can strengthen communication, foster appreciation for diverse perspectives, and reduce conflict.

### Workplace Impact

Understanding and applying behavioral styles in the workplace leads to more effective communication and collaboration. As participants gain clarity about their own behavior, they'll be better equipped to navigate team dynamics, address challenges constructively, and contribute to a more cohesive and productive work environment.

### Schedule

Sept. 9, 2025	Dec. 10, 2025	Feb. 18, 2026	Apr. 22, 2026
8:30AM - 12:30PM	8:30AM - 12:30PM	8:30AM - 12:30PM	8:30AM - 12:30PM
Virtual	Virtual	Virtual	Virtual

### DETAILS



Themes:

Communication & Teamwork, Leading People, Managing & Developing



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$0

Non-Participating: \$188

ENROLL

### DETAILS



Themes:

Communication & Teamwork, Managing & Developing, Public Service & Organizational Integrity



Format:

In-person and virtual



Time:

4 hours



Investment:

Participating: \$170

Non-Participating: \$340

ENROLL

## Dimensions of Leadership

Helena Long & Laura Maloney, JET Engineering

### Overview

This course helps managers and supervisors explore their leadership style across the four DiSC dimensions and how they apply these dimensions in various situations. Each participant will complete a personal DiSC profile, which will help them understand their own leadership style. Participants will gain a deeper understanding of the differences between leadership and management.

### Workplace Impact

Participants will gain insight into how their leadership style affects those they manage and how to adapt their approach based on situational needs. By understanding the leader-follower relationship and identifying appropriate leadership approaches, managers will more effectively contribute to team success and organizational goals. These skills enable supervisors to develop committed team members and encourage leadership at all levels of the organization.

### Schedule

<b>Aug. 21, 2025</b> 8:30AM - 4:30PM Virtual	<b>Nov. 3, 2025</b> 8:30AM - 4:30PM In-person	<b>Feb. 11, 2026</b> 8:30AM - 4:30PM Virtual	<b>May 19, 2026</b> 8:30AM - 4:30PM Virtual
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## Discipline, Grievance, & the Merit System

DAS HRC and Legal

### Overview

Understanding the discipline and grievance process is crucial to any supervisor or manager in state government. This course focuses on the methods of effective and timely discipline, along with the role of the supervisor and manager in the grievance process. This course is for managers and supervisors.

### Workplace Impact

Participants will develop a better understanding of the discipline and grievance process, enabling them to handle challenging personnel situations with greater confidence. By mastering preventive discipline approaches and identifying the steps of just cause, managers can ensure fair treatment of employees and navigate disciplinary actions in compliance with state government procedures.

### Schedule

<b>Aug. 7, 2025</b> 8:30AM - 4:30PM In-person	<b>Sep. 11, 2025</b> 8:30AM - 4:30PM In-person	<b>Nov. 20, 2025</b> 8:30AM - 4:30PM Virtual	<b>Jan. 29, 2026</b> 8:30AM - 4:30PM Virtual
<b>March TBD</b> 8:30AM - 4:30PM In-person	<b>May 7, 2026</b> 8:30AM - 4:30PM Virtual		

### DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$217

Non-Participating: \$434

**ENROLL**

### DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$0

Non-Participating: \$188

**ENROLL**

## Civility Training for Employees

PDS

### Overview

This half-day workshop helps employees develop self-awareness, understand the value of a diverse workforce, and recognize and prevent discriminatory practices in accordance with State of Iowa standards. Participants will leave with a deeper appreciation for how multiculturalism enriches workplace relationships, daily interactions, and overall organizational culture.


### Workplace Impact

Participants will return to work with practical tools for communicating across cultural lines, resolving conflict, and promoting cooperation in diverse teams. With increased awareness and an action plan to apply what they've learned, employees will be better equipped to support a more inclusive, respectful, and effective workplace.

### Schedule

<b>Sep. 3, 2025</b> 8:30AM - 12:30PM Virtual	<b>Oct. 14, 2025</b> 8:30AM - 12:30PM Virtual	<b>Nov. 19, 2026</b> 8:30AM - 12:30PM Virtual	<b>Jan. 13, 2026</b> 8:30AM - 12:30PM Virtual
<b>Feb. 19, 2026</b> 8:30AM - 12:30PM Virtual	<b>Apr. 1, 2026</b> 8:30AM - 12:30PM Virtual	<b>Jun. 10, 2026</b> 8:30AM - 12:30PM Virtual	

### DETAILS

 Themes:

Communication & Teamwork, Managing & Developing, Public Service & Organizational Integrity

 Format:

Virtual

 Time:

4 hours

 Investment:

Participating: \$0  
Non-Participating: \$96

**ENROLL**

## Civility Training for Managers & Supervisors

PDS

### Overview

This full-day workshop is designed for managers and supervisors to deepen their understanding of workplace diversity and the dynamics that influence it. Through self-reflection and practical strategies, participants will explore the value of a diverse workforce, recognize and prevent discriminatory hiring practices, and learn how multiculturalism strengthens daily operations and relationships within the organization.


### Workplace Impact

Managers who attend this training will be equipped to build and support diverse teams, ensure fairness in recruitment and advancement, and create an inclusive onboarding experience that promotes retention. With increased self-awareness and a clear action plan, participants will be prepared to integrate diversity-conscious practices into their leadership approach and everyday decision-making.

### Schedule

<b>Oct. 7, 2025</b> 8:30AM - 4:30PM In-person	<b>Dec. 2, 2025</b> 8:30AM - 4:30PM Virtual	<b>Feb. 4, 2026</b> 8:30AM - 4:30PM Virtual	<b>Apr. 7, 2026</b> 8:30AM - 4:30PM In-person
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### DETAILS

 Themes:

Communication & Teamwork, Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$0  
Non-Participating: \$188

**ENROLL**



## Emotional Intelligence 2.0

Kim Hanson and Shelly Ramus, PDS

### Overview

Emotional Intelligence 2.0 uses the EQ-i 2.0 inventory, a leading measure of emotional intelligence. Participants complete the assessment and receive a 50 minute debrief with a certified coach prior to the training. During the session, participants explore their strengths and areas for growth, examine the fifteen EQ-i 2.0 competencies, and practice applying key skills. The course concludes with the creation of a personal development plan. **Assessments must be completed three weeks before the training.**

### Workplace Impact

By understanding and improving their emotional intelligence, participants will be better equipped to manage emotions, strengthen relationships, and navigate workplace dynamics more effectively. With a clearer sense of self-awareness and a personalized growth plan, employees will return to work prepared to communicate more thoughtfully and contribute to a more emotionally intelligent and collaborative environment.

### Schedule

Sep. 18, 2025	Nov. 18, 2025	Feb. 18, 2026	May 7, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
In-person	In-person	In-person	In-person

### DETAILS

 Themes:

Communication & Teamwork, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person

 Time:

8 hours

 Investment:

Participating: \$150

Non-Participating: \$300

ENROLL

## Enhancing Team Membership

Helena Long & Laura Maloney, JET Engineering

### Overview

Designed for all state employees, this course equips participants with practical skills to become more effective team members. Through discussion and strategy-based learning, participants will explore what makes teams successful, how to engage others, and how to positively contribute to both current and future teams.


### Workplace Impact

Participants will return to their teams with a clearer understanding of how to support collaboration, foster high performance, and influence group dynamics. With tools to distinguish between effective and ineffective teams—and the behaviors that drive success—they'll be better prepared to contribute to a stronger, more cohesive work environment.

### Schedule

Jul. 24, 2025	Oct. 28, 2025	Jan. 8, 2026	Apr. 14, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	Virtual	Virtual	In-person

### DETAILS

 Themes:

Communication & Teamwork, Managing & Developing

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$60

Non-Participating: \$188

ENROLL

## Equal Employment Opportunity (EEO), Affirmative Action (AA) & Anti-Discrimination

*On-Demand through Workday Learning*

### Overview

Equal Employment Opportunity and Affirmative Action (EEO/AA) is an important component of the State's commitment to attracting and retaining a diverse workforce. Therefore, understanding EEO/AA is critical for all supervisors and managers. Participants will learn the legal principles and background of EEO/AA and its use as a tool to effectively manage an increasingly diverse workplace.

### Workplace Impact

With a stronger grasp of relevant laws and the distinctions between EEO and AA, participants will be better equipped to make informed employment decisions and ensure compliance with state and federal guidelines. Managers and supervisors will be prepared to reference the State of Iowa's Affirmative Action plan and apply knowledge of how underutilization is determined to support workforce-related responsibilities.

### DETAILS

 Themes:

Public Service & Organizational Integrity

 Format:

On-Demand

 Time:

30 minutes

 Investment:

Participating: \$0  
Non-Participating: \$42

**ENROLL**

## Ethics of Leadership & Influence

*Kim Andrade, Leverage HR*

### Overview

Designed for new managers and supervisors, this course explores ethical leadership and influence, organizational ethics, and the development of a politically savvy organization. Participants will examine their own ethical awareness and approach to leadership, with a focus on integrity and influence in the workplace.

### Workplace Impact

Participants will gain a clearer understanding of how leadership differs from management, recognize the traits of ethical and unethical leaders, and navigate complex ethical issues using structured frameworks. Participants will be better equipped to identify their own political-savviness style and apply it in their leadership roles.

### Schedule

Jul. 14 - 15, 2025	Nov. 4, 2025	Jan. 13 - 14, 2026	Apr. 20 - 21, 2026
8:30AM - 12:30PM	8:30AM - 4:30PM	8:30AM - 12:30PM	8:30AM - 12:30PM
Virtual	In-person	Virtual	Virtual

### DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$184  
Non-Participating: \$368

**ENROLL**

## Financial & Budgeting

Carol Tripp, MERIT Management

### Overview

Budgeting is central to management decisions. Whether starting or ending programs, staffing changes, or improving client services, every choice carries budget implications. This course provides managers with a foundational understanding of the budget process and the statutory framework agencies must follow to sustain core services and drive government performance.

### Workplace Impact

Participants will return with a stronger grasp of how budgeting shapes public management and policy decisions. They will better understand the key functions and paths of the public budget, along with how to implement budgets within agency guidelines, supporting more informed, responsible financial decision-making.

### Schedule

<b>Sep. 8, 2025</b> 8:30AM - 4:30PM Virtual	<b>Stay tuned for additional dates!</b>
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### DETAILS



Themes:

System Integration



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$100

Non-Participating: \$200

**ENROLL**

## First Aid / CPR

Todd Lundvall, DAS

### Overview

Developed by the National Safety Council, this course provides essential training in first aid and CPR, meeting OSHA First Aid Standard 29 CFR 1910.151 and current medical guidelines. The curriculum is customizable by industry, ensuring participants gain relevant, hands-on skills to respond confidently to workplace emergencies. Digital, nationally recognized certification cards are included.

### Workplace Impact

Participants will gain the knowledge and confidence to respond quickly and correctly in emergency situations. With training that reflects the most current safety standards, organizations benefit from improved compliance, enhanced safety culture, and a workforce better prepared to handle medical emergencies on the job.

### Schedule

All classes occur in-person from 8:30AM - 4:30PM

<b>Jul. 21, 2025</b>	<b>Aug. 18, 2025</b>	<b>Sep. 15, 2025</b>	<b>Nov. 17, 2025</b>	<b>Mar. 23, 2026</b>	<b>Jun. 15, 2026</b>
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### DETAILS



Themes:

Public service & organizational integrity



Format:

In-person



Time:

8 hours



Investment:

Participating: \$40

Non-Participating: \$80

**ENROLL**

## Fundamentals of Supervision

Helena Long & Laura Maloney, JET Engineering

### Overview

Designed for new managers and supervisors, this course explores how to effectively support and guide employees. Topics include responsible leadership, motivation theory, conflict management, and essential supervisory tools. Participants will build awareness of their role and develop key strategies for leading others with confidence.


### Workplace Impact

Participants will return to the workplace with a stronger understanding of how to think like a supervisor, delegate tasks effectively, and recognize the qualities of strong leadership. They will be equipped to provide meaningful feedback, coach employees, handle conflict constructively, and apply practical tools and resources to meet the daily demands of supervision.

### Schedule

Sep. 30, 2025	Oct. 30, 2025	Feb. 4, 2026	Jun. 4, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	In-person	Virtual	Virtual

### DETAILS

 Themes:

Leading People, Public Service & Organizational Integrity, Systemic Integration

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$60

Non-Participating: \$188

**ENROLL**

## Generational Diversity

Sarah Ennis, Sparkpoint

### Overview

This course explores the formative experiences that have shaped the perspectives of each generation in today's workforce. Through discussion of historical events and generational values, participants will gain insight into how different age groups view the world.

### Workplace Impact

Participants will leave with a deeper understanding of the four generations in the workplace, including how their values influence work styles and decision-making. They will be better prepared to building stronger working relationships, and collaborate and communicate effectively across generational lines.

### Schedule

Sep. 4, 2025	Nov. 13, 2025	Jan. 29, 2026	Apr. 8, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	Virtual	Virtual	In-person

### DETAILS

 Themes:

Communication & Teamwork, Leading People

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$173

Non-Participating: \$346

**ENROLL**

## Getting Things Done

PDS

### Overview

The success of any project depends on each team member's ability to stay focused, organized, and aligned. Even small missteps—like missed deadlines or unclear priorities—can significantly impact productivity. Getting Things Done® (GTD®) Training equips participants with a proven system to manage daily demands, reduce stress, and make intentional decisions about where to invest their time and energy.

### Workplace Impact

Participants will return with practical strategies to capture and organize tasks, manage their inboxes efficiently, and take action rather than delay. Participants develop skills to able to focus on the right priorities, improve productivity, and contribute more effectively to team outcomes with less stress and wasted effort.

### Schedule

<b>Aug. 6, 2025</b> 10:00 – 10:30 AM Virtual	<b>Oct. 14, 2025</b> 10:00 – 10:30 AM Virtual	<b>Feb. 17, 2026</b> 10:00 – 10:30 AM Virtual	<b>May 6, 2026</b> 10:00 – 10:30 AM Virtual
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### DETAILS



Themes:

Managing & Developing



Format:

Hybrid (virtual kick off + self-paced)



Time:

5-7 hours



Investment:

Participating: \$225

Non-Participating: \$450

**ENROLL**

## Introduction to State Procurement

Karl Wendt, DAS

### Overview

This half-day seminar prepares state employees to conduct procurement actions valued up to \$5,000. Participants must complete and pass six prerequisite web-based courses on legislative procurement code before registering. These courses are available through the DAS-Central Procurement Enterprise training website.

### Workplace Impact

Participants will return with a clearer understanding of procurement rules, processes, and methods. They will be better equipped to navigate the purchasing cycle, choose appropriate procurement approaches, and handle procurement responsibilities ethically and effectively within state guidelines.

### Schedule

<b>Jul. 16, 2025</b> 8:30AM - 12:30PM Virtual	<b>Sep. 16, 2025</b> 8:30AM - 12:30PM In-person	<b>Nov. 13, 2025</b> 8:30AM - 12:30PM In-person	<b>Jan. 7, 2026</b> 8:30AM - 12:30PM Virtual
<b>Feb. 25, 2026</b> 8:30AM - 12:30PM In-person	<b>Apr. 9, 2026</b> 8:30AM - 12:30PM In-person	<b>Jun. 3, 2026</b> 8:30AM - 12:30PM Virtual	

### DETAILS



Themes:

Public Service & Organizational Integrity



Format:

In-person and virtual



Time:

4 hours



Investment:

Participating: \$0

Non-Participating: \$96

**ENROLL**



# Investigating Employee Misconduct

DAS HRC and Legal

## Overview

This course provides supervisors and managers with a foundational understanding of how to conduct effective and defensible workplace investigations. Participants will learn the steps of the investigation process and become more aware of common mistakes to avoid when managing employee misconduct issues. **This course is for supervisors and managers.**

## Workplace Impact

Participants will return with the skills to conduct thorough investigations by gathering evidence, preparing for interviews, and analyzing information using the just cause standard. They will also gain familiarity with the legal standards set by key Supreme Court cases enabling them to approach investigations with greater confidence and legal awareness.

## Schedule

<b>Aug. 19, 2025</b> 8:30AM - 4:30PM In-person	<b>Sep. 30, 2025</b> 8:30AM - 4:30PM Virtual	<b>Dec. 9, 2025</b> 8:30AM - 4:30PM In-person	<b>Feb. 3, 2026</b> 8:30AM - 4:30PM Virtual
<b>Mar. 31, 2026</b> 8:30AM - 4:30PM In-person	<b>April TBD</b> 8:30AM - 4:30PM In-person	<b>Jun. 16, 2026</b> 8:30AM - 4:30PM Virtual	

## DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$0  
Non-Participating: \$188

ENROLL

# Leading Through Change

Sarah Ennis, Sparkpoint

## Overview

Designed for experienced leaders and managers, this course provides a structured approach to guiding employees through organizational change. Participants will explore the four key areas of the change process and learn a step-by-step method to support their teams effectively.


## Workplace Impact

Participants will return with practical tools to lead employees through change with clarity and empathy. They will better understand how individuals experience change differently, recognize what support employees need, and apply targeted actions to help their teams navigate transitions successfully.

## Schedule

<b>Sep. 11, 2025</b> 8:30AM - 4:30PM Virtual	<b>Nov. 20, 2025</b> 8:30AM - 4:30PM Virtual	<b>Feb. 5, 2026</b> 8:30AM - 4:30PM Virtual	<b>April 13, 2026</b> 8:30AM - 4:30PM In-person
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## DETAILS

 Themes:

Leading People

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$173  
Non-Participating: \$346

ENROLL

## Listening Skills

Helena Long & Laura Maloney, JET Engineering (Aug. 5, 2025)  
Shelly Ramus, PDS (Nov. 11, 2025, Feb. 5, 2026, May 21, 2026)

### Overview

Strong listening skills lead to greater efficiency and productivity on the job. With employees spending over half their day listening, the ability to accurately receive and retain information is essential. This course offers practical techniques to strengthen listening habits through hands-on practice and self-awareness. *August 5, 2025 is the only full-day class. After August 5, 2025, all offerings will be hybrid, with on-demand coursework being completed before the two-hour virtual session.*

### Workplace Impact

Participants will return to work with a clearer understanding of how listening, feedback, and perception shape communication. They will be better equipped to overcome common listening blocks, recognize and respond to nonverbal cues, and apply techniques to improve attentiveness, creativity, and communication in their interactions.

### Schedule

Aug. 5, 2025	Nov. 11, 2025	Feb. 5, 2026	May 21, 2026
8:30AM - 4:30PM	9:00 – 11:00 AM	9:00 – 11:00 AM	9:00 – 11:00 AM
In-person	Virtual	Virtual	Virtual

### DETAILS



Themes:

Communication & Teamwork



Format:

In-person (Aug 5)  
Hybrid (on-demand + virtual)



Time:

8 hours



Investment:

Participating: \$100  
Non-Participating: \$200

ENROLL

## Managing Conflict & Resistance in the Workplace

Ann Wright, The Wright Solutions

### Overview

Conflict in an organization is inevitable. If not addressed and managed, conflict can cause significant damage to individuals, teams, and organizations. In this course, managers will explore the four DiSC dimensions and learn a simple, direct way to understand the different fears that drive much of the conflict and resistance they see. Each participant will complete a personal DiSC profile to better understand their own behavior and learn when and how to adapt it.

### Workplace Impact

Participants will leave better equipped to manage conflict by understanding how their own style affects others and recognizing how employees may handle conflict differently. With increased awareness of the fears and goals that influence employee behavior, managers will be able to reduce resistance and opposition while improving communication across their teams.

### Schedule

Sep. 17, 2025	Nov. 19, 2025	Feb. 10, 2026	Apr. 15, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
In-person	Virtual	In-person	In-person

### DETAILS



Themes:

Communication & Teamwork, Leading People, Managing & Developing, Public Service & Organizational Integrity



Format:

In-person and virtual



Time:

8 hours



Investment:

Participating: \$235  
Non-Participating: \$470

ENROLL

## Managing Effective Meetings

Ann Wright, *The Wright Solutions*

### Overview

Just been invited to another meeting? Ever wonder why people sometimes dread attending them? Meetings take up valuable time. *Managing Effective Meetings* provides participants with a practical, hands-on approach to developing and facilitating meetings that are productive and purposeful. Participants will bring a past meeting agenda and materials for an upcoming meeting to apply concepts in real time.

### Workplace Impact

After completing this course, participants will be able to design and lead meetings that are efficient and productive. With a clear understanding of what makes a meeting effective, how to facilitate with confidence, and how to stay on task, they will return prepared to apply practical strategies that improve outcomes and follow-through.

### Schedule

<b>Sep. 18, 2025</b> 8:30AM - 4:30PM In-person	<b>Stay tuned for updated course information and future offering information!</b>
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### DETAILS

 Themes:

Communication & Teamwork, Managing & Developing

 Format:

In-person and virtual

 Time:

4 hours

 Investment:

Participating: \$100

Non-Participating: \$200

**ENROLL**

## Managing Stress & Workplace Accountability

Viki Johnston, *Leverage HR*

### Overview

This course helps participants identify and understand sources of stress, along with the science behind it. They will explore how some stress can be beneficial and necessary for productivity. The session also covers strategies for coping, recognizing overload, and improving self-management.

### Workplace Impact

Participants will return to the workplace with a clearer awareness of their stress levels and triggers, along with actionable strategies to manage them. By applying these techniques, employees can improve their focus, maintain productivity, and respond to workplace demands with greater resilience and control.

### Schedule

<b>Jul. 24 - 25, 2025</b> 8:30AM - 12:30PM Virtual	<b>Oct. 15 - 16, 2025</b> 8:30AM - 12:30PM Virtual	<b>Jan. 21 - 22, 2026</b> 8:30AM - 12:30PM Virtual	<b>May 27, 2026</b> 8:30AM - 4:30PM In-person
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### DETAILS

 Themes:

Communication & Teamwork, Leading People, Managing & Developing

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$184

Non-Participating: \$368

**ENROLL**

# Mental Health First Aid

Amy Liechti and Todd Lundvall, DAS HRE

## Overview

Mental Health First Aid (MHFA) equips individuals with the skills to recognize, understand, and respond to mental health challenges. Similar to how physical first aid teaches how to address an injury, MHFA teaches how to offer initial support to someone who may be developing a mental health problem or experiencing a crisis. Participants will learn to identify warning signs, approach situations with empathy, and connect others to appropriate professional help and resources.

## Workplace Impact

Participants will return to the workplace with greater confidence in recognizing and responding to mental health challenges. By building awareness and reducing stigma, they'll be better prepared to support colleagues in distress and foster a more compassionate, inclusive, and responsive work environment. This training promotes early intervention and contributes to a healthier, more resilient organization overall.

## Schedule

<b>Jul. 30, 2025</b> 9:00AM - 3:30PM In-person	<b>Nov. 12, 2025</b> 9:00AM - 3:30PM In-person	<b>Mar. 25, 2026</b> 9:00AM - 3:30PM In-person
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# Performance Evaluation

Kim Hanson, PDS

## Overview

This course focuses on how to provide and deliver effective employee performance evaluations. Participants will explore evaluation as an ongoing process, rather than a one-time event, and learn how it supports the foundation of a strong performance management system within their agency.

## Workplace Impact

Participants will return to the workplace with a clearer understanding of how to approach performance evaluation as an ongoing process. They will be better equipped to set clear standards, provide both positive and constructive feedback, and conduct effective evaluation discussions—contributing to more consistent and meaningful employee development within their agency.

## Schedule

<b>Aug. 12, 2025</b> 9:00-11:30AM Virtual	<b>Oct. 23, 2025</b> 9:00-11:30AM Virtual	<b>Dec. 2, 2025</b> 9:00-11:30AM Virtual	<b>Feb. 25, 2026</b> 9:00-11:30AM Virtual	<b>May 26, 2026</b> 9:00-11:30AM Virtual
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## DETAILS

 Themes:

Communication & Teamwork

 Format:

In-person

 Time:

6.5 hours

 Investment:

Participating: \$30

Non-Participating: \$60

ENROLL

## DETAILS

 Themes:

Communication & Teamwork, Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

Hybrid (on-demand + workshop)

 Time:

8 hours

 Investment:

Participating: \$0

Non-Participating: \$188

ENROLL

# The Power of Habit

Kim Hanson, PDS

## Overview

Do you sometimes struggle to maintain healthy, productive habits—even when you know you should? *The Power of Habit* helps you build professional and personal habits with less effort and greater success. This course explores how to take control of your behavior, identify what drives your current habits, and create lasting changes that lead to improved performance and well-being.

## Workplace Impact

Participants will return to the workplace equipped with tools to recognize when habits may be limiting performance and how to shift those patterns. By learning how to design supportive environments, apply effective rewards, and turn new behaviors into sustainable habits, employees will be better able to stay focused, motivated, and productive in their daily work.

## Schedule

<b>Sep. 10 - 12, 2025</b> 9:00 - 11:00AM Virtual	<b>Dec. 16 - 18, 2025</b> 9:00 - 11:00AM Virtual	<b>Mar. 3 - 5, 2026</b> 9:00 - 11:00AM Virtual	<b>May 14, 2026</b> 8:30AM - 4:30PM In-person
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## DETAILS

 Themes:

Managing & Developing

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$275

Non-Participating: \$550

ENROLL

# Preventing Sexual Harassment for Employees

On-Demand through Workday Learning

## Overview

Everyone loses when sexual harassment occurs. It lowers morale, damages relationships, creates resentment, and lessens an organization's ability to function well. All employees have the right to work in an environment free of harassment. This course focuses on maintaining a workplace free from sexual harassment and other forms of unlawful harassment based on protected characteristics.

## Workplace Impact

Employees who complete this course will have a stronger understanding of what constitutes harassment, their rights and responsibilities, and how to respond if inappropriate conduct occurs. This awareness helps promote a respectful work environment, reduce risk, and support the organization's ability to function effectively.

## DETAILS

 Themes:

Communication &  
Teamwork, Public Service  
& Organizational Integrity

 Format:

On-Demand

 Time:

1 hour

 Investment:

Participating: \$0

Non-Participating: \$42

ENROLL



# Preventing Sexual Harassment for Supervisors

On-Demand through Workday Learning

## Overview

Supervisors and managers will learn their rights and responsibilities in addressing sexual harassment in the workplace. This course covers content from *Preventing Sexual Harassment for Employees*, with an emphasis on the supervisor’s and manager’s role in harassment situations.

## Workplace Impact

Supervisors who complete this course will be better prepared to recognize, prevent, and respond appropriately to harassment in the workplace. With a clear understanding of anti-harassment laws and key concepts like quid pro quo, hostile environment, and third-party harassment, supervisors will be able to create a safer, more respectful environment for all employees. They will be equipped to assess situations through the "reasonable person" standard, understand the difference between intent and impact, and take prompt action when harassment concerns arise, helping to protect both employees and the organization from legal and reputational risks.

# Professional Impact

Sarah Ennis, Sparkpoint

## Overview

This course focuses on the importance of making a strong professional impression. Participants will explore key success factors such as being proactive, accountable, and cooperative. Through guided self-assessment, they will identify strengths and areas for growth, and develop an action plan to support their professional goals.

## Workplace Impact

Participants will return to the workplace with a clearer understanding of how their behavior, accountability, and attitude shape their professional image. By applying the success factors explored in class, participants will be better equipped to build stronger workplace relationships, represent their agency with professionalism, and align their actions with both personal and organizational goals.

## Schedule

<b>Sep. 17, 2025</b> 8:30AM - 4:30PM Virtual	<b>Dec. 3, 2025</b> 8:30AM - 4:30PM In-person	<b>Mar. 4, 2026</b> 8:30AM - 4:30PM Virtual	<b>Apr. 23, 2026</b> 8:30AM - 4:30PM In-person
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## DETAILS

 Themes:

Leading People, Public Service & Organizational Integrity

 Format:

On-Demand

 Time:


1 hour

 Investment:

Participating: \$0  
Non-Participating: \$42

ENROLL

## DETAILS

 Themes:

Communication & Teamwork, Managing & Developing, Public Service & Organizational Integrity

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$173  
Non-Participating: \$346

ENROLL

# Project Management Fundamentals

*Dawn Ealy, Your Clear Next Step*

## Overview

Designed for those actively managing projects, this high-energy course blends core project management knowledge with real-world application. You'll explore key processes, knowledge areas, and success factors that drive effective project delivery. Through hands-on practice and proven techniques, participants will gain tools to manage projects of any size or complexity with greater efficiency and confidence.

## Workplace Impact

After completing this course, participants will be able to clearly define projects, plan and manage them across each stage, and close them effectively. By practicing essential project tools and strategies, they'll save time, avoid common missteps, and improve collaboration, supporting stronger outcomes across projects of all types.

## Schedule

Jul. 31, 2025	Dec. 2, 2025	Jan. 22, 2026	Apr. 9, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
In-person	Virtual	Virtual	Virtual

# Project Management Seminar

*Dawn Ealy, Your Clear Next Step*

## Overview

This interactive seminar is for project managers looking to strengthen their skills. Based on PMI's *Project Management Body of Knowledge* (PMBOK® Guide), 6th edition, it covers essential fundamentals and common pitfalls. Participants will assess current practices and apply proven tools to improve planning, execution, and team coordination—regardless of project scope or type.


## Workplace Impact

Participants will be able to apply industry-standard methods to manage projects more effectively from start to finish. By identifying knowledge areas and creating key project artifacts, they'll improve planning and execution. Understanding common pitfalls and ways to build strong project teams will help avoid delays and miscommunication. Whether managing new initiatives or refining ongoing processes, attendees will return equipped to improve project outcomes and team performance.

## Schedule

Aug. 20-21, 2025	Dec. 17-18, 2025	Feb. 11-12, 2026	April 21-22, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
In-person	Virtual	Virtual	Virtual

## DETAILS

 Themes:

Managing & Developing,  
Public Service &  
Organizational Integrity,  
System Integration

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$187

Non-Participating: \$347

ENROLL

## DETAILS

 Themes:

Managing & Developing,  
Public Service &  
Organizational Integrity,  
System Integration

 Format:

In-person and virtual

 Time:

16 hours

 Investment:

Participating: \$376

Non-Participating: \$752

ENROLL

# Role of the Lead Worker

On-Demand through Workday Learning

## Overview

This course is designed for employees newly assigned to lead worker roles, as well as the supervisors who oversee them. It outlines the typical responsibilities and expectations of lead workers, highlights the benefits of the role, and clarifies tasks that fall outside its scope. Participants will gain a clearer understanding of how lead workers support teams without assuming full supervisory authority.

## Workplace Impact

Participants will return with a clear understanding of what lead workers are expected to do—and what they are not. This clarity helps prevent role confusion, reduces liability, and supports better communication between lead workers and their managers. The result is more consistent delegation, improved performance support, and stronger team collaboration.

# Shaping Effective & Engaged Teams

Helena Long & Laura Maloney, JET Engineering

## Overview

This course is designed for team leaders and focuses on building both a sense of camaraderie and a results-driven team. Participants will explore strategies to foster engagement, develop a shared vision, and strengthen collaboration. Through practical insights and tools, leaders will learn how to shape a high-functioning team that works toward common goals with clarity and accountability.


## Workplace Impact

Participants will be better equipped to build aligned, high-performing teams by understanding the differences between groups, teams, and high-performance teams. They'll be able to recognize and address ineffective team behaviors, clarify team roles, and apply strategies to create shared vision and alignment. With a clear five-step approach to ensuring team success, leaders can foster engagement, improve communication, and drive stronger execution across their teams.


## Schedule

<b>Aug. 14, 2025</b> 8:30AM - 4:30PM In-person	<b>Nov. 25, 2025</b> 8:30AM - 4:30PM Virtual	<b>Mar. 11, 2026</b> 8:30AM - 4:30PM Virtual	<b>May 21, 2026</b> 8:30AM - 4:30PM Virtual
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## DETAILS

 Themes:  
Leading People


 Format:  
On-Demand


 Time:  
30 minutes

 Investment:  
Participating: \$0  
Non-Participating: \$42


ENROLL

## DETAILS

 Themes:  
Communication &  
Teamwork, Leading  
People, Managing &  
Developing

 Format:  
In-person and virtual

 Time:  
8 hours

 Investment:  
Participating: \$60  
Non-Participating: \$188

ENROLL

## State Government Foundations

*On-Demand through Workday Learning*

### Overview

Designed for employees new to state government, this course introduces the structure of Iowa's government, its budget and legislative processes, and the unique responsibilities of public administration. Participants will explore foundational concepts and receive resources to support their success as new state employees. This course is recommended within the first four months of employment.

### Workplace Impact

Participants will gain a clearer understanding of their role within state government, allowing them to navigate processes more effectively and make informed decisions. By learning how Iowa's government functions and the principles of public administration, they'll be better prepared to meet the expectations of public service and contribute to their agency's mission.

### DETAILS



Themes:

Public Service &  
Organizational Integrity



Format:

On-Demand



Time:

30 minutes



Investment:

Participating: \$0  
Non-Participating: \$42

**ENROLL**

## Substance Abuse Policy

*On-Demand through Workday Learning*

### Overview

This course is designed for managers and supervisors and provides an overview of the State of Iowa's Substance Abuse Policy. It includes national trends, clarifies key policy components, and outlines appropriate responses to substance abuse in the workplace. Participants will test their knowledge and learn how to handle policy violations effectively.

### Workplace Impact

Participants will be better equipped to recognize signs of substance abuse and apply the State's policy consistently and appropriately. By understanding proper procedures and expectations, managers and supervisors will help maintain a safe, compliant, and supportive work environment.

### DETAILS



Themes:

Public Service &  
Organizational Integrity



Format:

On-Demand



Time:

30 minutes



Investment:

Participating: \$0  
Non-Participating: \$42

**ENROLL**



## The Servant Leader

*Sarah Ennis, Sparkpoint*

### Overview

This leader-focused course explores the core principles of servant leadership and how they influence individual leadership, team effectiveness, and organizational culture. Participants will examine the benefits of this philosophy and reflect on how applying its tenets can strengthen collaboration, trust, and overall performance.


### Workplace Impact

Participants will be able to apply the principles of servant leadership to strengthen their leadership approach, improve team collaboration, and support a high-functioning organization. By assessing their strengths and areas for growth, they'll be better prepared to lead in ways that enhance trust, alignment, and performance across their teams.

### Schedule

Sep. 23, 2025	Dec. 11, 2025	Mar. 5, 2026	Apr. 30, 2026
8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM
Virtual	In-person	Virtual	In-person

### DETAILS

 Themes:

Communication & Teamwork, Leading People, System Integration

 Format:

In-person and virtual

 Time:

8 hours

 Investment:

Participating: \$173

Non-Participating: \$346

**ENROLL**

## Vacancy to Hire

*On-Demand through Workday Learning*


### Overview

Hiring the right people is essential to your agency's success. This course guides participants through a structured approach to screening, interviewing, and hiring, helping ensure they select and begin to retain the most qualified candidates. Emphasis is placed on legal considerations, behavioral interview techniques, and aligning the interview with the full hiring process.

### Workplace Impact

Participants will be equipped to follow a structured and legally sound hiring process that supports better hiring decisions. By strengthening interview procedures and behavioral questioning skills, they will improve their ability to identify strong candidates and use available resources effectively throughout all stages of hiring.

### DETAILS

 Themes:

Leading People, Public Service & Organizational Integrity

 Format:

On-Demand

 Time:

4 hours

 Investment:

Participating: \$0

Non-Participating: \$0

**ENROLL**

“

The information was very relevant to leadership and understanding your leadership style, the style of those on your team, and how to adapt when needed.

”

## Workplace Ethics

DAS PDS

### Overview

How do you make the right ethical decisions at work—especially when the right choice isn't always the obvious one? This hybrid course combines an on-demand module with a live virtual workshop to explore ethical laws, standards of conduct, and real workplace scenarios. Participants will engage with videos, readings, and interactive tools before applying their learning in a live session focused on practical discussion. Completion of both parts is required for course credit.


### Workplace Impact

Participants will be equipped to recognize ethical challenges, understand relevant laws and standards, and take appropriate action. By knowing when to seek guidance and aiming to act beyond minimum legal requirements, they will contribute to a more ethical and accountable workplace culture.

### Schedule

Sep. 9, 2025	Dec. 11, 2025	Mar. 24, 2026	Jun. 4, 2026
9:00 - 11:00AM	9:00 - 11:00AM	9:00 - 11:00AM	9:00 - 11:00AM
Virtual	Virtual	Virtual	Virtual

### DETAILS

 Themes:

Leading People, Managing & Developing, Public Service & Organizational Integrity

 Format:

Hybrid (on-demand + virtual)

 Time:

4 hours

 Investment:

Participating: \$0

Non-Participating: \$96

**ENROLL**

## Workplace Harassment

Carol Tripp, MERIT Management

### Overview

This course helps participants understand key terms and concepts related to workplace harassment, abusive conduct, and prevention. Attendees will leave with a renewed understanding of how harassing behavior affects others, along with practical strategies to help foster a respectful workplace. A DAS legal representative will be available during the final thirty minutes of the session to answer questions.


### Workplace Impact

Participants will gain skills to recognize and prevent workplace harassment, abusive behavior, and retaliation. By understanding protected characteristics and applying proven prevention strategies, they will help create a safer, more respectful work environment for all employees.

### Schedule

Sep. 29, 2025	
8:30AM - 4:30PM	Stay tuned for additional dates!
Virtual	

### DETAILS

 Themes:

Public Service & Organizational Integrity

 Format:

Virtual and In-Person

 Time:

4 hours

 Investment:

Participating: \$60

Non-Participating: \$120

**ENROLL**



## Specialized Trainings

### Team Training

PDS offers team trainings designed to strengthen workplace dynamics and develop skills that drive success. Team trainings can address challenges and create opportunities for meaningful growth. Reach out to discuss how we can support your team development needs.



#### Contact Us

Send an email to [pds@iowa.gov](mailto:pds@iowa.gov) with a description of your training needs.



#### Training Selection

PDS will review your needs and identify a specialized training through one of our vendors or PDS facilitators.



#### Scheduling

PDS will work with you to identify the best time and format for your team. Our goal is to provide you with timely and effective solutions.

### Crucial Teams

Crucial Teams is built on the Strength Deployment Inventory® (SDI)®, a workplace personality assessment that helps people better understand themselves and others for healthier relationships and more productive interactions. This course is designed for teams that work and collaborate closely with one another. Team members explore their own and each other's motives, unique strengths, and behaviors that can trigger conflict within the team.

Participants will experience improved self-awareness and understanding of their teammates, developing skills to better manage perceptions and behaviors for more effective collaboration. This fun and engaging team experience challenges perspectives to reveal new ways of seeing and responding to others, ultimately creating stronger working relationships and enhancing overall team productivity. The course provides practical tools that team members can immediately apply to their daily interactions.



Teams should plan for this training to occur in person and last approximately 8 hours. Cost is \$350 per participant for State of Iowa employees and \$700 for non-state/non-participating entities.



Is Crucial Teams the right fit for your team? [Email PDS](#) to learn more, including pricing and scheduling availability.

## Strength Deployment Inventory (SDI) for Individuals and Leaders

Workplace relationships are crucial to people's well-being and performance at work. The Strength Deployment Inventory® (SDI®) delivers personal insights about your motives, strengths, and conflict triggers to help improve your workplace relationships and performance. The assessment reveals how your motivational patterns influence your interactions with others. This inventory is best for individuals wishing to improve their working relationships. For team-based trainings, please consider Crucial Teams.



[Contact PDS](#) for assessment information and pricing.



Complete the Strength Deployment Inventor.



Debrief one on one with PDS.

“

The timing of the class was excellent, as our team was in the process of creating a mission statement. The discussion around vision statements was great for that!

”

## Courses by Topic

	Communication and Teamwork	Leading People	Managing & Developing	Public Service & Organizational Integrity	Systemic Integration
Advanced Principles of Communication Part 1	O	O	O	O	
Advanced Principles of Communication Part 2	O	O	O		
Advanced Procurement Certification				O	
Advanced Thinking for Problem-Solving Managers	O			O	O
Americans with Disabilities Act (ADA)				O	
Creating a Violence-Free Workplace		O	O	O	
Creative Thinking				O	O
Crucial Accountability		O	O		
Crucial Conversations	O	O		O	
Cultural Competency	O			O	
Customer Experience	O			O	
Developing Employees	O	O	O		
Dimensions of Behavior	O		O	O	
Dimensions of Leadership		O	O	O	
Discipline, Grievance, & the Merit System		O	O	O	
Diversity and Civility Training for Employees			O	O	
Diversity and Civility Training for Managers/Supervisors	O	O	O	O	
Emotional Intelligence	O		O	O	
Enhancing Team Membership	O		O		
EEO/AA & Anti-Discrimination				O	
Ethics of Leadership & Influence	O	O		O	O
Financial & Budgeting					O
Fundamentals of Supervision		O		O	O
Generational Diversity	O	O			
Getting Things Done			O		

	Communication and Teamwork	Leading People	Managing & Developing	Public Service & Organizational Integrity	Systemic Integration
Introduction to State Procurement				O	
Investigating Employee Misconduct		O	O	O	
Leading Through Change		O			
Listening Skills	O				
Managing Conflict & Resistance in the Workplace	O	O	O	O	
Managing Effective Meetings	O		O		
Managing Stress & Workplace Accountability	O	O	O		
Performance Evaluation	O	O	O	O	
The Power of Habit			O		
Preventing Sexual Harassment: Employees	O			O	
Preventing Sexual Harassment: Supervisors		O		O	
Professional Impact			O	O	
Project Management Fundamentals			O	O	
Project Management Seminar			O	O	O
Role of the Lead Worker		O			
Shaping Effective & Engaged Teams	O	O	O		
State Government Foundations				O	
Substance Abuse Policy				O	
The Servant Leader	O	O			O
Thriving on Change		O			
Vacancy to Hire		O		O	
Workplace Ethics		O	O	O	
Workplace Harassment				O	

## Topic Descriptions

### COMMUNICATION & TEAMWORK

- Learn skills related to the process of exchanging information and ideas, verbal and non-verbal, between people and groups.
- Build communication skills, productive working relationships, and a sense of trust.
- Develop interactions and exchanges between teams in order to individually and collectively achieve organizational goals.

### LEADING PEOPLE

- Articulate a vision, ideas, and facts in a clear and organized way.
- Encourage and facilitate cooperation, pride, trust, and group identity while emphasizing and fostering creativity and innovation.
- Empower others by delegating clear job expectations, providing meaningful feedback and coaching, managing performance issues, and measuring performance.
- Monitor workloads and document performance
- Act as a change agent, initiating and supporting change within the organization by implementing strategies to help others adapt to change and being proactive.

### MANAGING & DEVELOPING SELF

- Demonstrate a commitment to continuous learning, self-awareness, and individual performance planning through feedback, study, and analysis.
- Meet organizational goals through effective planning, prioritizing, organizing, and aligning human, financial, material, and information resources.
- Balance work priorities with personal life.

### PUBLIC SERVICE & ORGANIZATIONAL INTEGRITY

- Deliver superior services to the public and internal and external recipients, including customer/client identification, expectations, needs.
- Develop and implement paradigms, processes, and procedures, demonstrating agency and personal commitment to quality service.
- Increase awareness, build skills, and model behaviors related to identifying potential ethical problems and conflicts of interest, appropriate workplace behavior, and legal and policy compliance.

### SYSTEMIC INTEGRATION

- Approach planning, decision-making, and implementation from an enterprise perspective; understand internal and external relationships that impact the organization.
- Utilize a strategic perspective to effectively analyze complex problems while appreciating the viewpoint of higher management.



# JUL2025

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
06	07	08	09	10	11	12
13	14 Ethics of Leadership: Day 1 8:30AM-12:30PM Virtual	15 Ethics of Leadership: Day 2 8:30AM-12:30PM Virtual	16 Intro to Procurement 8:30AM-12:30PM Virtual	17	18	19
20	21 First Aid/CPR 8:30AM-4:30PM In-person	22	23 Creative Thinking 8:30AM-4:30PM In-person	24 Enhancing Teams 8:30AM-4:30PM Virtual Managing Stress: Day 1 8:30AM-12:30PM Virtual	25 Managing Stress: Day 2 8:30AM-12:30PM Virtual	26
27	28	29	30	31 Project Mgmt. Fundamental 8:30AM-4:30PM In-person		



# AUG 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
		<b>Cultural Comp: Day 1</b> 8:30AM-12:30PM Virtual  <b>Listening Skills</b> 8:30AM-12:30PM In-person	<b>Cultural Comp: Day 2</b> 8:30AM-12:30PM Virtual  <b>Getting Things Done</b> 10:00-10:30AM Virtual	<b>Adv. Thinking for Managers</b> 8:30AM-4:30PM Virtual  <b>Discipline and Grievance</b> 8:30AM-4:30PM In-person		
10	11	12	13	14	15	16
		<b>Crucial Convo: Day 1</b> 8:30AM-12:30PM In-person  <b>Performance Evaluation</b> 9:00-11:30AM Virtual	<b>Crucial Convo: Day 2</b> 8:30AM-12:30PM In-person	<b>Adv. Procurement</b> 8:30AM-4:30PM In-person  <b>Shaping Teams</b> 8:30AM-4:30PM In-person		
17	18	19	20	21	22	23
	<b>First Aid/CPR</b> 8:30AM-4:30PM In-person	<b>Investigating Employee Misconduct</b> 8:30AM-4:30PM In-person	<b>Project Mgmt. Seminar: Day 1</b> 8:30AM-4:30PM In-person	<b>Project Mgmt. Seminar: Day 2</b> 8:30AM-4:30PM In-person  <b>Dimensions of Leadership</b> 8:30AM-4:30PM Virtual		
24	25	26	27	28	29	30
			<b>Crucial Accountability</b> 8:30AM-4:30PM Virtual			

# SEP 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03 Diversity for Employees 8:30AM-12:30PM Virtual	04 Developing Employees 8:30AM-4:30PM In-person  Generational Diversity 8:30AM-4:30PM Virtual	05	06
07	08 Financials & Budgeting 8:30AM-4:30PM Virtual	09 Dimensions of Behavior 8:30AM-12:30PM Virtual  Workplace Ethics 9:00-11:30AM Virtual	10 Power of Habit: Day 1 9:00-11:30AM Virtual	11 Power of Habit: Day 2 9:00-11:30AM Virtual  Leading Change 8:30AM-4:30PM Virtual  Discipline and Grievance 8:30AM-4:30PM In-person	12 Power of Habit: Day 3 9:00-11:30AM Virtual	13
14	15 First Aid/CPR 8:30AM-4:30PM In-person	16 Adv. Comm. 1 8:30AM-4:30PM Virtual  Intro to Procurement 8:30AM-12:30PM In-person	17 Managing Conflict 8:30AM-4:30PM In-person  Prof. Impact 8:30AM-4:30PM Virtual	18 Emotional Intelligence 8:30AM-4:30PM In-person  Managing Meetings 8:30AM-4:30PM In-person	19	20
21	22	23 Servant Leader 8:30AM-4:30PM Virtual	24 Crucial Convo. 8:30AM-4:30PM In-person	25 Adv. Comm. 2 8:30AM-4:30PM Virtual	26	27
28	29 Workplace Harassment 8:30AM-4:30PM Virtual	30 Fund. of Supervision 8:30AM-4:30PM In-person	Investigating Misconduct 8:30AM-4:30PM In-person			

# OCT2025

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04
05	06	07 Diversity for Managers 8:30AM-4:30PM In-person	08	09 Crucial Accountability 8:30AM-4:30PM In-person	10	11
12	13 Customer Experience 8:30AM-4:30PM Virtual	14 Diversity for Employees 8:30AM-12:30PM Virtual Getting Things Done 10:00-10:30AM Virtual	15 Managing Stress: Day 1 8:30AM-12:30PM Virtual	16 Managing Stress: Day 2 8:30AM-12:30PM Virtual Adv. Procurement 8:30AM-4:30PM In-person	17	18
19	20 First Aid/CPR 8:30AM-4:30PM In-person	21	22	23 Performance Evaluation 9:00-11:30AM Virtual	24	25
26	27	28 Enhancing Teams 8:30AM-4:30PM Virtual	29	30 Fund. of Supervision 8:30AM-4:30PM In-person	31	

# NOV2025

SUN	MON	TUE	WED	THU	FRI	SAT
						<b>01</b>
<b>02</b>	<b>03</b> Crucial Convo: Day 1 9:00-11:30AM Virtual  Dimensions of Leadership 8:30AM-4:30PM In-person	<b>04</b> Crucial Convo: Day 2 9:00-11:30AM Virtual  Ethics of Leadership 8:30AM-4:30PM In-person	<b>05</b> Crucial Convo: Day 3 9:00-11:30AM Virtual  Cultural Comp: Day 1 8:30AM-12:30PM Virtual	<b>06</b> Crucial Convo: Day 4 9:00-11:30AM Virtual  Cultural Comp: Day 2 8:30AM-12:30PM Virtual  Adv. Thinking for Managers 8:30AM-4:30PM Virtual	<b>07</b> Crucial Convo: Day 5 9:00-11:30AM Virtual	<b>08</b>
<b>09</b>	<b>10</b>	<b>11</b>  Listening Skills 9:00-11:30AM Virtual	<b>12</b>	<b>13</b>  Generational Diversity 8:30AM-4:30PM Virtual  Intro to Procurement 8:30AM-12:30PM In-person	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>  First Aid/CPR 8:30AM-4:30PM In-person	<b>18</b>  Emotional Intelligence 8:30AM-4:30PM In-person	<b>19</b>  Managing Conflict 8:30AM-4:30PM Virtual  Diversity for Employees 8:30AM-12:30PM Virtual	<b>20</b>  Leading Change 8:30AM-4:30PM Virtual  Discipline and Grievance 8:30AM-4:30PM In-person	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>  Shaping Teams 8:30AM-4:30PM Virtual	<b>26</b>	<b>27</b>	<b>28</b>	<b>29/30</b>

# DEC2025

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02	03	04	05	06
		<b>Performance Evaluation</b> 9:00-11:30AM Virtual  <b>Project Mgmt. Fundamental</b> 8:30AM-4:30PM Virtual  <b>Diversity for Managers</b> 8:30AM-4:30PM Virtual	<b>Adv. Comm. 1</b> 8:30AM-4:30PM Virtual	<b>Developing Employees</b> 8:30AM-4:30PM Virtual  <b>Prof. Impact</b> 8:30AM-4:30PM In-person		
07	08	09	10	11	12	13
		<b>Adv. Comm. 2</b> 8:30AM-4:30PM Virtual  <b>Investigating Employee Misconduct</b> 8:30AM-4:30PM In-person	<b>Dimensions of Behavior</b> 8:30AM-12:30PM Virtual	<b>Servant Leader</b> 8:30AM-4:30PM In-person  <b>Workplace Ethics</b> 9:00-11:30AM Virtual		
14	15	16	17	18	19	20
	<b>First Aid/CPR</b> 8:30AM-4:30PM In-person	<b>Power of Habit: Day 1</b> 9:00-11:30AM Virtual	<b>Power of Habit: Day 2</b> 9:00-11:30AM Virtual  <b>Project Mgmt. Seminar: Day 1</b> 8:30AM-4:30PM Virtual	<b>Power of Habit: Day 3</b> 9:00-11:30AM Virtual  <b>Project Mgmt. Seminar: Day 2</b> 8:30AM-4:30PM Virtual		
21	22	23	24	25	26	27
28	29	30	31			

# JAN 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				01	02	03
04	05	06	07	08	09	10
			Intro to Procurement 8:30AM-12:30PM Virtual	Enhancing Teams 8:30AM-4:30PM Virtual		
11	12	13	14	15	16	17
First Aid/CPR 8:30AM-4:30PM In-person	Ethics of Leadership: Day 1 8:30AM-12:30PM Virtual  Diversity for Employees 8:30AM-12:30PM Virtual	Ethics of Leadership: Day 2 8:30AM-12:30PM Virtual		Adv. Procurement 8:30AM-4:30PM In-person  Adv. Thinking for Managers 8:30AM-4:30PM Virtual		
18	19	20	21	22	23	24
			Managing Stress: Day 1 8:30AM-12:30PM Virtual	Managing Stress: Day 2 8:30AM-12:30PM Virtual  Project Mgmt. Fundamental 8:30AM-4:30PM Virtual		
25	26	27	28	29	30	31
Crucial Convo: Day 1 9:00-11:30AM Virtual	Crucial Convo: Day 2 9:00-11:30AM Virtual	Crucial Convo: Day 3 9:00-11:30AM Virtual  Developing Employees 8:30AM-4:30PM Virtual	Crucial Convo: Day 4 9:00-11:30AM Virtual  Generational Diversity 8:30AM-4:30PM Virtual  Discipline and Grievance 8:30AM-4:30PM Virtual	Crucial Convo: Day 5 9:00-11:30AM Virtual		



# FEB 2026

SUN	MON	TUE	WED	THU	FRI	SAT
<b>01</b>	<b>02</b>	<b>03</b> <b>Crucial Accountability</b> 8:30AM-4:30PM Virtual <b>Investigating Employee Misconduct</b> 8:30AM-4:30PM In-person	<b>04</b> <b>Fund. of Supervision</b> 8:30AM-4:30PM In-person <b>Diversity for Managers</b> 8:30AM-4:30PM Virtual	<b>05</b> <b>Leading Change</b> 8:30AM-4:30PM Virtual <b>Listening Skills</b> 9:00-11:30AM Virtual	<b>06</b>	<b>07</b>
<b>08</b>	<b>09</b>	<b>10</b> <b>Managing Conflict</b> 8:30AM-4:30PM Virtual <b>Prof. Impact</b> 8:30AM-4:30PM Virtual	<b>11</b> <b>Project Mgmt. Seminar: Day 1</b> 8:30AM-4:30PM Virtual <b>Dimensions of Leadership</b> 8:30AM-4:30PM Virtual	<b>12</b> <b>Project Mgmt. Seminar: Day 2</b> 8:30AM-4:30PM Virtual	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> <b>First Aid/CPR</b> 8:30AM-4:30PM In-person	<b>17</b> <b>Getting Things Done</b> 10:00-10:30AM Virtual	<b>18</b> <b>Dimensions of Behavior</b> 8:30AM-12:30PM Virtual <b>Emotional Intelligence</b> 8:30AM-4:30PM In-person	<b>19</b> <b>Diversity for Employees</b> 8:30AM-12:30PM Virtual	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> <b>Intro to Procurement</b> 8:30AM-12:30PM In-person <b>Performance Evaluation</b> 9:00-11:30AM Virtual	<b>26</b>	<b>27</b>	<b>28</b>

# MAR 2026

SUN	MON	TUE	WED	THU	FRI	SAT
<b>01</b>	<b>02</b>	<b>03</b> Power of Habit: Day 1 9:00-11:30AM Virtual Adv. Comm. 1 8:30AM-4:30PM Virtual	<b>04</b> Power of Habit: Day 2 9:00-11:30AM Virtual	<b>05</b> Power of Habit: Day 3 9:00-11:30AM Virtual Servant Leader 8:30AM-4:30PM Virtual	<b>06</b>	<b>07</b>
<b>08</b>	<b>09</b>	<b>10</b> Adv. Comm. 2 8:30AM-4:30PM In-person	<b>11</b> Crucial Convo: Day 1 8:30AM-4:30PM In-person Shaping Teams 8:30AM-4:30PM Virtual	<b>12</b> Crucial Convo: Day 2 8:30AM-4:30PM In-person	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> Cultural Comp: Day 1 8:30AM-12:30PM Virtual	<b>18</b> Cultural Comp: Day 2 8:30AM-12:30PM Virtual	<b>19</b> Developing Employees 8:30AM-4:30PM In-person	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> First Aid/CPR 8:30AM-4:30PM In-person	<b>24</b> Workplace Ethics 9:00-11:30AM Virtual	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> Investigating Employee Misconduct 8:30AM-4:30PM In-person				

# APR 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			<b>01</b> Diversity for Employees 8:30AM-12:30PM Virtual	<b>02</b> Adv. Thinking for Managers 8:30AM-4:30PM In-person	<b>03</b>	<b>04</b>
<b>05</b>	<b>06</b>	<b>07</b> Diversity for Managers 8:30AM-4:30PM In-person	<b>08</b> Generational Diversity 8:30AM-4:30PM In-person	<b>09</b> Intro to Procurement 8:30AM-12:30PM In-person  Project Mgmt. Fundamental 8:30AM-4:30PM Virtual	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> Crucial Convo: Day 1 9:00-11:30AM Virtual  Leading Change 8:30AM-4:30PM Virtual  Prof. Impact 8:30AM-4:30PM In-person	<b>14</b> Crucial Convo: Day 2 9:00-11:30AM Virtual  Enhancing Teams 8:30AM-4:30PM In-person	<b>15</b> Crucial Convo: Day 3 9:00-11:30AM Virtual  Managing Conflict 8:30AM-4:30PM Virtual	<b>16</b> Crucial Convo: Day 4 9:00-11:30AM Virtual  Adv. Procurement 8:30AM-4:30PM In-person	<b>17</b> Crucial Convo: Day 5 9:00-11:30AM Virtual	<b>18</b>
<b>19</b>	<b>20</b> Ethics of Leadership: Day 1 8:30AM-12:30PM Virtual  First Aid/CPR 8:30AM-4:30PM In-person	<b>21</b> Ethics of Leadership: Day 2 8:30AM-12:30PM Virtual  Project Mgmt. Seminar: Day 1 8:30AM-4:30PM Virtual	<b>22</b> Dimensions of Behavior 8:30AM-12:30PM Virtual  Project Mgmt. Seminar: Day 2 8:30AM-4:30PM Virtual	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Servant Leader 8:30AM-4:30PM In-person		

# MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05	06	07	08	09
			<b>Getting Things Done</b> 10:00-10:30AM Virtual	<b>Emotional Intelligence</b> 8:30AM-4:30PM In-person  <b>Discipline and Grievance</b> 8:30AM-4:30PM Virtual		
10	11	12	13	14	15	16
		<b>Crucial Convo: Day 1</b> 8:30AM-4:30PM In-person  <b>Crucial Accountability</b> 8:30AM-4:30PM In-person	<b>Crucial Convo: Day 2</b> 8:30AM-4:30PM In-person	<b>Power of Habit</b> 8:30AM-4:30PM In-person		
17	18	19	20	21	22	23
	<b>First Aid/CPR</b> 8:30AM-4:30PM In-person	<b>Dimensions of Leadership</b> 8:30AM-4:30PM Virtual		<b>Shaping Teams</b> 8:30AM-4:30PM Virtual  <b>Listening Skills</b> 9:00-11:30AM Virtual		
24	25	26	27	28	29	30
		<b>Performance Evaluation</b> 9:00-11:30AM Virtual	<b>Managing Stress: Day 1</b> 8:30AM-4:30PM In-person	<b>Cultural Comp</b> 8:30AM-4:30PM In-person		

# JUN 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	<b>01</b>	<b>02</b> Adv. Comm. 1 8:30AM-4:30PM In-person	<b>03</b> Intro to Procurement 8:30AM-12:30PM Virtual	<b>04</b> Fund. of Supervision 8:30AM-4:30PM In-person Workplace Ethics 9:00-11:30AM Virtual	<b>05</b>	<b>06</b>
<b>07</b>	<b>08</b>	<b>09</b> Adv. Comm. 2 8:30AM-4:30PM Virtual Developing Employees 8:30AM-4:30PM In-person	<b>10</b> Diversity for Employees 8:30AM-12:30PM Virtual	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Crucial Convo: Day 1 9:00-11:30AM Virtual First Aid/CPR 8:30AM-4:30PM In-person	<b>16</b> Crucial Convo: Day 2 9:00-11:30AM Virtual Investigating Employee Misconduct 8:30AM-4:30PM Virtual	<b>17</b> Crucial Convo: Day 3 9:00-11:30AM Virtual	<b>18</b> Crucial Convo: Day 4 9:00-11:30AM Virtual	<b>19</b> Crucial Convo: Day 5 9:00-11:30AM Virtual	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				