


# PDS Certificates AT-A-GLANCE



Professional Development Certificate (PDC)	Advanced Professional Development Certificate (APDC)	Leadership Development Certificate (LDC)	Advanced Leadership Development Certificate* (ALDC)
Diversity Training for Employees (MTS GI 450) 8/14/18, 9/18/18, 10/9/18, 11/6/18, 12/12/18, 1/8/19, 2/5/19, 3/5/19, 4/23/19, 5/7/19	Cultural Competency (MTS CC 001) 8/7/18, 10/18/18, 1/9/19, 4/2/19	Advanced Principles of Communication - Part 1 (Authenticity) (MTS AU 001) 9/11/18, 11/14/18, 3/12/19, 5/16/19	Americans with Disabilities Act (E-Learning) (MTS NC 123) Contact your training liaison
Ethical Issues in Today's Workplace (MTS PT 992) 7/24/18, 11/16/18, 1/30/19, 3/29/19, 6/6/19	Customer Service (MTS QM 002) 8/15/18, 10/8/18, 1/16/19, 4/9/19	Advanced Principles of Communication - Part 2 (Coaching) (MTS AU 002) 9/25/18, 12/11/18, 3/26/19, 6/6/19	Crucial Conversations® (MTS CC 101) 8/2-8/3/18, 9/27-9/28/18, 12/4-12/5/18, 2/6-2/7/19, 4/24-4/25/19
Generational Diversity (MTS GD 001) 9/7/18, 10/11/18, 1/25/19, 4/26/19	Dimensions of Behavior (MTS GI 312) 9/13/18, 12/6/18, 1/29/19, 4/4/19	Creating a Violence Free Workplace (E-Learning) (MTS SC 236)	Discipline, Grievance & the Merit System (MTS NC 903) 7/17/18, 8/14/18, 9/11/18, 11/13/18, 2/8/19, 5/7/19
Listening: The Forgotten Skill (MTS GI 003) 8/29/18, 10/30/18, 2/12/19, 5/2/19	Enhancing Team Membership (MTS TM 001) 8/31/18, 10/26/18, 2/22/19, 5/10/19	Dimensions of Leadership (MTS GI 230) 7/27/18, 10/15/18, 2/14/19, 4/18/19	Diversity Training for Managers & Supervisors (MTS GI 400) 8/28/18, 11/13/18, 2/19/19, 4/3/19, 5/23/19
Preventing Sexual Harassment for Employees (E-Learning) (MTS GI 052) Contact your training liaison	Human Relations Skills (MTS SC 203) 9/27-9/28/18, 12/5-12/6/18, 3/21-3/22/19, 6/12-6/13/19	Ethics of Leadership & Influence (MTS LI 001) 8/1/18, 10/4/18, 1/11/19, 4/4/19	Equal Opportunity / Affirmative Action / Anti-Discrimination (E-Learning) (MTS NC 202) Contact your training liaison
Professional Impact (MTS GI 084) 9/13/18, 10/25/18, 2/20/19, 5/22/19	Managing Stress & Workplace Accountability (MTS MS 001) 9/19/18, 10/19/18, 1/29/19, 4/12/19	From Interview to Hire (MTS NC 301) 7/25/18, 10/1/18, 12/4/18, 2/6/19, 4/11/19, 6/5/19	Investigating Employee Misconduct (MTS NC 118) 7/31/18, 8/28/18, 9/25/18, 11/27/18, 3/12/19, 5/21/19
State Government Foundations (MTS GF 001) 8/1/18, 10/11/18	Managing Your Time & Priorities (MTS GI 090) 9/17/18, 11/8/18, 2/26/19, 5/14/19	Fundamentals of Supervision (MTS NC 151) 9/5/18, 11/1/18, 3/6/19, 5/28/19	Preventing Sexual Harassment for Supervisors (E-Learning) (MTS NC 119) Contact your training liaison
	Project Management Fundamentals (MTS PT 123) 8/2/18, 11/28/18, 1/31/19, 5/8/19	Leading Through Change (MTS LC 001) 8/23/18, 10/23/18, 1/23/19, 4/16/19	Shaping Effective & Engaged Teams (MTS ET 001) 9/21/18, 12/3/18, 3/8/19, 5/31/19
	Thriving on Change (MTS GI 163) 8/16/18, 12/13/18, 1/24/19, 4/16/19	Managing Conflict & Resistance in the Workplace (MTS GI 165) 9/20/18, 11/6/18, 2/21/19, 5/2/19	Substance Abuse Policy (E-Learning) (MTS SA 001) Contact your training liaison
		Performance Evaluation (MTS NC 401) 7/19/18, 10/4/18, 12/11/18, 2/22/19, 4/2/19, 6/4/19	Strategic Planning & Systems Thinking (MTS ST 001) 8/27/18, 11/5/18, 2/28/19, 5/20/19
		Project Management (MTS PT 103) 9/5-9/6/18, 10/24-10/25/18, 1/9-1/10/19, 4/10-4/11/19	*ALDC courses are only available to employees classified as a manager or supervisor.
		The Role of Lead Worker (E-Learning) (MTS LW 101) Contact your training liaison	
		The Servant Leader (MTS SL 001) 7/30/18, 11/9/18, 3/14/19, 6/4/19	

<b>Performance &amp; Development Solutions <i>At Your Service</i></b>		
	<b>Performance and Development Solutions</b> (PDS) Courses including Crucial Conversations®	<b>Software Solutions organization</b> <b>New Horizons</b> Courses
<b>Instructor-led Classroom</b>	40 courses for compliance, organizational development, organizational culture and leadership. Courses are offered throughout the year at the Capitol complex and are focused on state government.	Primary computer training vendor with certified computer instructors.
<b>Instructor-led Offsite</b>	Looking for special sessions for your agency or department? PDS offers 40 courses for compliance, organizational development, and leadership.	Extended library of technical live remote classes.
<b>Self-Paced Online</b>	<ol style="list-style-type: none"> <li>1. Americans with Disabilities Act</li> <li>2. Affirmative Action/Equal Employment Opportunity</li> <li>3. Preventing Sexual Harassment for Employees</li> <li>4. Preventing Sexual Harassment for Managers and Supervisors</li> <li>5. State Government Foundations (3<sup>rd</sup> qtr FY19)</li> <li>6. Substance Abuse Policy</li> <li>7. Creating a Violence-Free Workplace</li> <li>8. The Role of the Lead Worker</li> </ol>	
<b>Consulting</b>	1:1 or small group consultation on leadership development, manager or supervisor coaching, organizational performance best practice application expertise, operational strategy, strategic planning, process improvement, and facilitation talents.	

**Other PDS Courses:** Introduction to Procurement, Advanced State Procurement, Contract Administration