


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 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 8/7/18, 10/18/18, 1/9/19, 4/2/19	Advanced Principles of Communication - Part 1 (Authenticity) 9/11/18, 11/14/18, 3/12/19, 5/16/19	Americans with Disabilities Act (E-Learning) Contact your training liaison
Ethical Issues in Today's Workplace 7/24/18, 11/16/18, 1/30/19, 3/29/19, 6/6/19	Customer Service 8/15/18, 10/8/18, 1/16/19, 4/9/19	Advanced Principles of Communication - Part 2 (Coaching) 9/25/18, 12/11/18, 3/26/19, 6/6/19	Crucial Conversations® 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 9/7/18, 10/11/18, 1/25/19, 4/26/19	Dimensions of Behavior 9/13/18, 12/6/18, 1/29/19, 4/4/19	Creating a Violence Free Workplace (E-Learning)	Discipline, Grievance & the Merit System 7/17/18, 8/14/18, 9/11/18, 11/13/18, 2/8/19, 5/7/19
Listening: The Forgotten Skill 8/29/18, 10/30/18, 2/12/19, 5/2/19	Enhancing Team Membership 8/31/18, 10/26/18, 2/22/19, 5/10/19	Dimensions of Leadership 7/27/18, 10/15/18, 2/14/19, 4/18/19	Diversity Training for Managers & Supervisors 8/28/18, 11/13/18, 2/19/19, 4/3/19, 5/23/19
Preventing Sexual Harassment for Employees (E-Learning) Contact your training liaison	Human Relations Skills 9/27-9/28/18, 12/5-12/6/18, 3/21-3/22/19, 6/12-6/13/19	Ethics of Leadership & Influence 8/1/18, 10/4/18, 1/11/19, 4/4/19	Equal Opportunity / Affirmative Action / Anti-Discrimination (E-Learning) Contact your training liaison
Professional Impact 9/13/18, 10/25/18, 2/20/19, 5/22/19	Managing Stress & Workplace Accountability 9/19/18, 10/19/18, 1/29/19, 4/12/19	From Interview to Hire 7/25/18, 10/1/18, 12/4/18, 2/6/19, 4/11/19, 6/5/19	Investigating Employee Misconduct 7/31/18, 8/28/18, 9/25/18, 11/27/18, 3/12/19, 5/21/19
State Government Foundations 8/1/18, 10/11/18	Managing Your Time & Priorities 9/17/18, 11/8/18, 2/26/19, 5/14/19	Fundamentals of Supervision 9/5/18, 11/1/18, 3/6/19, 5/28/19	Preventing Sexual Harassment for Supervisors (E-Learning) Contact your training liaison
	Project Management Fundamentals 8/2/18, 11/28/18, 1/31/19, 5/8/19	Leading Through Change 8/23/18, 10/23/18, 1/23/19, 4/16/19	Shaping Effective & Engaged Teams 9/21/18, 12/3/18, 3/8/19, 5/31/19
	Thriving on Change 8/16/18, 12/13/18, 1/24/19, 4/16/19	Managing Conflict & Resistance in the Workplace 9/20/18, 11/6/18, 2/21/19, 5/2/19	Substance Abuse Policy (E-Learning) Contact your training liaison
		Performance Evaluation 7/19/18, 10/4/18, 12/11/18, 2/22/19, 4/2/19, 6/13/19	Strategic Planning & Systems Thinking 8/27/18, 11/5/18, 2/28/19, 5/20/19
		Project Management 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) Contact your training liaison	
		The Servant Leader 7/30/18, 11/9/18, 3/14/19, 6/4/19	

Performance & Development Solutions At Your Service

	Performance and Development Solutions (PDS) Courses including Crucial Conversations®	Software Solutions organization New Horizons Courses
Instructor-led Classroom	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.
Instructor-led Offsite	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.
Self-Paced Online	<ol style="list-style-type: none"> 1. Americans with Disabilities Act 2. Affirmative Action/Equal Employment Opportunity 3. Preventing Sexual Harassment for Employees 4. Preventing Sexual Harassment for Managers and Supervisors 5. State Government Foundations (3rd qtr FY19) 6. Substance Abuse Policy 7. Creating a Violence-Free Workplace 8. The Role of the Lead Worker 	
Consulting	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, Emotional Intelligence, Crucial Accountability (Crucial Conversations pre-requisite)