


PDS Certificates AT-A-GLANCE



| Professional Development Certificate (PDC) | Advanced Professional Development Certificate (APDC) | Leadership Development Certificate (LDC) | Advanced Leadership Development Certificate* (ALDC) |
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| Diversity Training for Employees (MTS GI 450) 7/9/19, 8/6/19, 9/17/19, 10/8/19, 11/12/19, 12/3/19, 1/9/20, 2/4/20, 3/10/20, 4/7/20, 5/5/20, 6/2/20 | Cultural Competency (MTS CC 001) 8/14/19, 10/18/19, 1/24/20, 4/2/20 | Advanced Principles of Communication - Part 1 (Authenticity) (MTS AU 001) 9/11/19, 10/11/19, 2/26/20, 6/2/20 | Americans with Disabilities Act (E-Learning) (MTS NC 123) Contact your training liaison |
| Ethical Issues in Today's Workplace (MTS PT 992) 7/16/19, 10/11/19 | Customer Service (MTS QM 002) TBD | Advanced Principles of Communication - Part 2 (Coaching) (MTS AU 002) 9/25/19, 11/14/19, 3/18/20, 6/16/20 | Crucial Conversations® (MTS CC 101) 7/10/19-20/19, 8/13-14/19, 9/19-20/19, 11/5-6/19, 2/5-6/20, 4/21-22/20, 6/4-5/20 |
| Generational Diversity (MTS GD 001) 9/6/19, 12/18/19, 3/27/20, 5/21/20 | Dimensions of Behavior (MTS GI 312) 9/17/19, 11/7/19, 1/23/20, 4/14/20 | Creating a Violence Free Workplace (E-Learning) (MTS SC 236) Contact your training liaison | Discipline, Grievance & the Merit System (MTS NC 903) 7/9/19, 8/13/19, 9/24/19, 11/5/19, 2/4/20, 4/7/20 |
| Listening: The Forgotten Skill (MTS GI 003) TBD | Enhancing Team Membership (MTS TM 001) 9/13/19, 11/12/19, 2/21/20, 5/29/20 | Dimensions of Leadership (MTS GI 230) 9/19/19, 11/6/19, 2/19/20, 5/27/20 | Diversity Training for Managers & Supervisors (MTS GI 400) 8/27/19, 9/25/19, 12/11/19, 2/25/20, 4/29/20, 6/9/20 |
| Preventing Sexual Harassment for Employees (E-Learning) (MTS GI 052) Contact your training liaison | Human Relations Skills (MTS SC 203) TBD | Ethics of Leadership & Influence (MTS LI 001) 7/24/19, 10/10/19, 1/22/20, 4/14/20 | Equal Opportunity / Affirmative Action / Anti-Discrimination (E-Learning) (MTS NC 202) Contact your training liaison |
| Professional Impact (MTS GI 084) 9/4/19, 11/4/19, 2/28/20, 5/19/20 | Managing Stress & Workplace Accountability (MTS MS 001) 7/26/19, 10/16/19, 1/28/20, 4/23/20 | From Interview to Hire (MTS NC 301) 7/23/19, 9/10/19, 11/14/19, 1/16/20, 3/19/20, 5/21/20 | Investigating Employee Misconduct (MTS NC 118) 7/23/19, 9/10/19, 10/8/19, 1/7/20, 3/3/20, 4/28/20 |
| State Government Foundations (E-Learning) (MTS GF 001) Contact your training liaison | Managing Your Time & Priorities (MTS GI 090) TBD | Fundamentals of Supervision (MTS NC 151) 9/17/19, 12/10/19, 3/25/19, 6/8/20 | Preventing Sexual Harassment for Supervisors (E-Learning) (MTS NC 119) Contact your training liaison |
| <p>Courses not currently associated with a Certificate Series:</p> <p>Crucial Accountability (MTS CA 201) 8/22/19, 10/29/19, 12/17/19, 2/21/20, 3/31/20, 5/20/20</p> <p>Developing Employees (MTS DE 101) 7/10/19, 10/9/19, 1/28/20, 3/27/20</p> <p>Emotional Intelligence (MTS EI 201) 9/26/19, 11/19/19, 3/3/20, 6/16/20</p> | Project Management Fundamentals (MTS PT 123) 9/9/19, 10/30/19, 2/26/20, 6/11/20 | Leading Through Change (MTS LC 001) 7/29/19, 10/22/19, 1/30/20, 4/28/20 | Shaping Effective & Engaged Teams (MTS ET 001) 9/27/19, 12/12/19, 3/20/20, 6/4/20 |
| | Thriving on Change (MTS GI 163) 8/12/19, 10/10/19, 1/15/20, 5/5/20 | Managing Conflict & Resistance in the Workplace (MTS GI 165) 9/26/19, 12/10/19, 2/27/20, 5/7/20 | Substance Abuse Policy (E-Learning) (MTS SA 001) Contact your training liaison |
| | Performance Evaluation (MTS NC 401) 7/18/19, 9/24/19, 12/12/19, 2/12/20, 4/10/20, 6/23/20 | Strategic Planning & Systems Thinking (MTS ST 001) 7/13/19, 10/24/19, 2/13/20, 5/13/20 | |
| | Project Management (MTS PT 103) 7/31-8/1/19, 10/1-2/19, 1/8-9/20, 4/21-22/20 | | |
| | The Role of Lead Worker (E-Learning) (MTS LW 101) Contact your training liaison | | |
| The Servant Leader (MTS SL 001) 8/21/19, 10/28/19, 3/31/20, 6/10/20 | | | |

*ALDC courses are only available to employees classified as a manager or supervisor.

**Performance & Development Solutions-
At Your Service**

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|  | 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 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