Communication & Teamwork	Leading People	Managing & Developing	Public Service & Organizational Integrity	Systemic Integration	COURSE NAMES
●	●	●	●		Advanced Principles of Communication – Part 1
●	●	●			Advanced Principles of Communication – Part 2
			●		Advanced Procurement Certification
			●		Americans with Disabilities Act (ADA)
			●		Contract Administration
	●	●	●		Creating A Violence-Free Workplace
			●	●	Creative Thinking
	●	●			Crucial Accountability
●	●		●		Crucial Conversations
●			●		Cultural Competency
●			●		Customer Experience
●	●	●			Developing Employees
●		●	●		Dimensions of Behavior
	●	●	●		Dimensions of Leadership
	●	●	●		Discipline, Grievances and the Merit System
●		●	●		Diversity Training for Employees
●	●	●	●		Diversity Training for Managers & Supervisors
●		●	●		Emotional Intelligence
●		●			Enhancing Team Membership
			●		Equal Employment /Affirmative Action…(EEO_AA_Anti_Discrimination)
	●	●	●		Ethical Issues in Today's Workplace
●	●		●	●	Ethics of Leadership and Influence
				●	Financials/Budgeting
	●		●		From Interview to Hire
	●		●	●	Fundamentals of Supervision
●	●				Generational Diversity
		●			Getting Things Done
			●		Introduction to State Procurement
	●	●	●		Investigating Employee Misconduct
	●				Leading Through Change
●					Listening Skills
●	●	●	●		Managing Conflict and Resistance in the Workplace
●		●			Managing Effective Meetings
●	●	●			Managing Stress and Workplace Accountability
●	●	●	●		Performance Evaluation
●			●		Preventing Sexual Harassment for Employees
	●		●		Preventing Sexual Harassment for Managers & Supervisors
●		●	●		Professional Impact

					COURSE NAMES
		●	●	●	Project Management
		●	●	●	Project Management Fundamentals
●	●	●			Shaping Effective and Engaged Teams
			●		State Government Foundations
●			●	●	Strategic Planning and Systems Thinking
		●			Strategies for Work Life Balance
			●		Substance Abuse Policy
	●				The Role of the Lead Worker
●	●			●	The Servant Leader
	●				Thriving on Change
			●		Workplace Harassment

COURSES BY TOPIC

COMMUNICATION AND TEAMWORK

Learning skills related to the process of exchanging information and ideas, both verbal and non-verbal between a person/group and another person/group. Building communication skills, productive working relationships and a sense of trust. Working interactions and exchanges between teams in order to individually and collectively achieve organizational goals.

LEADING PEOPLE

Articulating a vision, ideas and facts in a clear and organized way. Encouraging and facilitating cooperation, pride, trust and group identity while emphasizing and fostering creativity and innovation. Empowering others by delegating clear job expectations; providing meaningful feedback and coaching; managing performance issues, and measuring performance. Monitoring workloads and documenting performance. Acting as a change agent; initiating and supporting change within the organization by implementing strategies to help others adapt to change and being proactive.

MANAGING AND DEVELOPING SELF

Demonstrating commitment to continuous learning, self-awareness and individual performance planning through feedback, study and analysis. Meeting organizational goals through effective planning, prioritizing, organizing and aligning human, financial, material and information resources. Balancing work priorities within personal life.

PUBLIC SERVICE AND ORGANIZATIONAL INTEGRITY

Delivering superior services to the public and internal and external recipients; including customer/client identification, expectations, needs and developing and implementing paradigms, processes and procedures; demonstrating agency and personal commitment to quality service. Increasing awareness, building skills and modeling behaviors related to identifying potential ethical problems and conflicts of interest; appropriate workplace behavior; and legal and policy compliance.

SYSTEMIC INTEGRATION

Approaching planning, decision-making and implementation from an enterprise perspective; understanding internal and external relationships that impact the organization. Utilizing a strategic perspective to effectively analyze complex problems while appreciating the view point of higher management.