

Talent Development Certificate (TDC)

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Cultural Competency	MTS CC 002	12/15-12/16/21(2-half days) 4/19- 4/20/22 (2-half days)	10/5/21 2/17/22
Customer Experience	MTS CE 001	9/20/21 3/21/22	12/13/21 6/6/22
Dimensions of Behavior (Half day)	MTS GI 312	10/6/21 2/2/22	8/31/21 4/12/22
Diversity Training for Employees (Half day)	MTS GI 450	8/4/21, 9/1/21, 11/3/21, 12/1/21, 1/12/22, 2/2/22, 4/6/22, 5/4/22	10/13/21 3/9/22
Ethical Issues in Today's Workplace	MTS PT 992	12/21/21 2/17/22	9/23/21 5/17/22
Generational Diversity	MTS GD 002	9/15/21 3/9/22	12/1/21 5/11/22
Listening Skills	MTS LS 001	1/27/22 3/24/22	9/28/21 5/19/22
Preventing Sexual Harassment for Employees	MTS GI 052	On-Demand (E-Learning)	
Professional Impact	MTS GI 184	9/1/21 2/23/22	11/3/21 4/27/22
Project Management Fundamentals	MTS PT 123	8/12/21 4/21/22	10/19/21 1/20/22
State Government Foundations	MTS GF 001	On-Demand (E-Learning)	

Advanced Talent Development Certificate (ATDC)

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Advanced Principles of Communication – Part 1 Authenticity	MTS AU 010	11/17/21 1/18/22	9/7/21 4/18/22
Advanced Principles of Communication – Part 2 Coaching	MTS AU 020	12/8/21 2/23/22	10/21/21 5/18/22
Creating a Violence Free Workplace	MTS SC 236	On-Demand (E-Learning)	
Enhancing Team Membership	MTS TM 101	9/21/21 2/24/22	7/28/21 4/15/22
Getting Things Done	MTS GD 101	9/16/21, 12/2/21 3/3/22, 5/5/22	
Managing Stress & Workplace Accountability	MTS MS 101	9/2-9/23/21 (2-half days) 10/28-10/29/21 (2-half days) 4/7- 4/8/22 (2-half days)	2/11/22
The Role of the Lead Worker	MTS LW 101	On-Demand (E-Learning)	
Strategies for Achieving Work Life Balance – Day One	MTS WL 001	12/8/21 1/18/22	8/24/21 3/22/22
Strategies for Achieving Work Life Balance – Day Two	MTS WL 002	2/4/22 3/2/22	11/18/21 5/5/22
Thriving on Change	MTS GI 163	8/24/21 11/4/21	2/15/22 5/12/22

FY22 PDS Certificates At-A-Glance

Leadership Capacity Building Development Certificate (LCBDC)

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Crucial Conversations	MTS CC 101	8/23 - 8/27/21 (2.5 hours daily) 12/13 -12/17/21 (2.5 hours daily) 2/21-2/25/22 (2.5 hours daily) 6/13-6/17/22 (2.5 hours daily)	10/14 -10/15/21 (2 full days) 3/15-3/16/22 (2 full days)
Dimensions of Leadership	MTS DL 200	10/27/21 1/26/22	7/27/21 4/21/22
Ethics of Leadership & Influence	MTS EL 200	9/21 -9/22/21 (2-half days) 12/8 - 12/9/21 (2-half days) 5/9 - 5/10/22 (2-half days)	2/10/22
From Interview to Hire	MTS NC 301	8/5/21, 9/14/21 11/3/21, 1/26/22	12/14/21, 3/31/22 5/24/22
Financial Budgeting	MTS FB 101	7/12/21 1/10/22	10/11/21 4/11/22
Fundamentals of Supervision	MTS FS 200	11/4/21 3/23/22	8/25/21 6/2/22
Managing Effective Meetings	MTS MT 001	12/3/21 1/19/22	9/1/21 4/13/22
Performance Evaluation	MTS NC 401	7/12/21, 11/18/21 1/11/22	9/8/21 3/29/22
Shaping Effective & Engaged Teams	MTS ST 200	10/28/21 2/2/22	8/12/21 6/8/22
The Servant Leader	MTS SL 201	8/11/21 2/9/22	10/6/21 4/6/22
Workplace Harassment	MTS GI 425	8/9/21 2/21/22	11/8/21 5/9/22

*Management Development Certificate (MDC)

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

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Americans with Disabilities Act	MTS NC 123	On-Demand (E-Learning)	
Crucial Accountability	MTS CA 201	12/9/21 3/10/22	8/18/21 6/7/22
Creative Thinking	MTS CT 001	12/1/21 3/2/22	10/1/21 6/1/22
Developing Employees	MTS DE 101	9/14/21 12/7/21	4/20/22
Discipline, Grievance & the Merit System	MTS NC 903	7/13/21, 9/21/21 11/16/21, 1/11/22	3/8/22 5/10/22
Diversity Training for Managers & Supervisors	MTS GI 400	8/17/21, 10/19/21 2/15/22	4/19/22
Emotional Intelligence	MTS EI 201	7/27/21 10/7/21	1/13/22 4/14/22
Equal Opportunity/Affirmative Action & Anti-Discrimination	MTS NC 202	On-Demand (E-Learning)	
Investigating Employee Misconduct	MTS NC 118	8/3/21, 10/5/21 6/7/22	12/7/21, 2/8/22 4/5/22

Leading Through Change	MTS LC 201	9/8/21 3/2/22	11/17/21 5/4/22
Managing Conflict & Resistance in the Workplace	MTS GI 165	11/30/21 2/3/22	9/2/21 4/8/22
Preventing Sexual Harassment for Supervisors	MTS NC 119	On-Demand (E-Learning)	
Project Management Seminar	MTS PT 103	9/29 - 9/30/21 6/15 - 6/16/22	12/15 - 12/16/21 2/23 - 2/24/22
Strategic Planning & Systems Thinking	MTS ST 101	8/25/21 2/16/22	10/20/21 4/26/22
Substance Abuse Policy	MTS SA 001	On-Demand (E-Learning)	

Procurement Courses

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Introduction to State Procurement (half day)	MTS SP 001	9/9/21 5/12/22	11/10/21, 1/6/22 3/10/22
Advanced Procurement Certification	MTS AP 001	No virtual sessions	8/4/21, 9/30/21, 12/9/21 2/16/22, 4/7/22

Performance & Development Solutions – At Your Service

Instructor-Led Classroom and Online Live	Over 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.
Instructor-Led Offsite	Looking for special sessions for your agency or department? PDS will work with supervisors to assess and identify needs and arrange sessions to best meet the work group's need for training delivery.
Self-Paced Online (E-Learnings)	PDS offers several self-paced/On-demand trainings covering State of Iowa policies and procedures, Iowa code and annually required trainings. Refer to the course offerings for specific information on these courses.
Software Solutions Organization	New Horizons Computer Training Center – offers a wide selection of computer course offerings taught by industry professionals.
Consulting	Consultation on leadership development, manager/supervisor coaching, organizational performance best practice application expertise, operational strategy, strategic planning, process improvement, and climate surveys.

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