

## Talent Development Certificate (TDC)

		VIRTUAL TRAINING (ZOOM)	IN PERSON TRAINING
Cultural Competency	MTS CC 002	<del>10/4-10/5/21 (2-half days)</del> 12/15-12/16/21(2-half days) 4/19- 4/20/22 (2-half days)	<del>2/17/22</del>
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	<del>10/13/21</del> 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	<del>11/3/21</del> 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	10/28-10/29/21 (2-half days) 4/7- 4/8/22 (2-half days)	<del>2/11/22</del>
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	3/22/22
Strategies for Achieving Work Life Balance – Day Two	MTS WL 002	<del>2/4/22</del> 3/2/22	5/5/22
Thriving on Change	MTS GI 163	8/24/21 <del>11/4/21</del>	2/15/22 5/12/22

## 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) 4/11-4/15/22 (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) 5/2-5/3/22 (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)	<del>2/10/22</del>
From Interview to Hire	MTS NC 301	8/5/21, 9/14/21 11/3/21, 1/26/22	<del>12/14/21, 3/31/22</del> 5/24/22
Financial Budgeting	MTS FB 101	7/12/21 1/10/22	<del>10/11/21</del> 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	<del>11/8/21</del> 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	<del>10/1/21</del> 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 <del>10/7/21</del>	<del>1/13/22</del> 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	12/7/21, 2/8/22



# FY22 PDS Certificates At-A-Glance

		6/7/22	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	<del>9/29 - 9/30/21</del> 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, <del>9/30/21</del> , <del>12/9/21</del> 2/16/22, 4/7/22

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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.
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# FY22 PDS Certificates At-A-Glance