

# PDS Certificates At-A-Glance



## Talent Development Certificate (TDC)

Cultural Competency	MTS CC 002	TBA
Customer Experience	MTS CE 001	09/10/20(V), 12/11/20, 02/16/21 (V), 05/06/21
Dimensions of Behavior	MTS GI 312	08/18/20 (V), 10/08/20, 02/16/21(V), 05/05/21
Diversity Training for Employees	MTS GI 450	07/07/20 (V), 07/08/20(V), 08/11/20(V), 08/13/20(V), 09/01/20, 10/13/20(V), 11/03/20(V), 12/01/20(V), 01/05/21, 02/02/21, 03/09/21, 04/06/21, 05/04/21
Ethical Issues in Today's Workplace	MTS PT 992	09/16/20, 11/12/20, 02/23/21, 05/27/21
Generational Diversity	MTS GD 002	08/31/20(V), 10/28/20, 1/6/21(V), 4/22/21
Listening Skills	MTS LS 001	08/25/20(V), 11/18/20, 01/27/20 (V), 06/16/21
Preventing Sexual Harassment for Employees	MTS GI 052	On-Demand (E-Learning)
Professional Impact	MTS GI 184	9/15/20, 11/16/20, 2/24/21, 6/3/21
Project Management Fundamentals	MTS PT 123	09/03/20, 11/18/20(V), 01/28/20, 04/27/21 (V)
State Government Foundations	MTS GF 001	On-Demand (E-Learning)

## Advanced Talent Development Certificate (ATDC)

Advanced Principles of Communication – Part 1 Authenticity	MTS AU 010	08/21/20(V), 11/4/20(V), 01/05/21(V), 04/09/21
Advanced Principles of Communication – Part 2 Coaching	MTS AU 020	09/23/20(V), 12/02/20, 02/11/21, 05/26/21
Creating a Violence Free Workplace	MTS SC 236	On-Demand (E-Learning)
Enhancing Team Membership	MTS TM 101	11/10/20, 02/03/21, 04/16/21, 06/02/21
Getting Things Done	MTS GD 101	09/8/20(V), 11/18/20(V), 2/17/21(V), 4/7/21(V)
Managing Stress & Workplace Accountability	MTS MS 101	TBA
The Role of the Lead Worker	MTS LW 101	On-Demand (E-Learning)
Strategies for Achieving Work Life Balance	MTS WL 001 MTS WL 002	09/17/20 Day1 (V) & 11/19/20 Day 2, 10/27/20 Day 1 & 12/15/20 Day 2, 01/26/21 Day 1 (V) & 04/29/21, 02/18/21 Day 1 (V) & 005/06/21
Thriving on Change	MTS GI 163	09/23/20 (V), 12/01/20, 02/04/21, 05/25/21

## Leadership Capacity Building Certificate (LCBC)

Crucial Conversations	MTS CC 101	08/11-12/20, 10/14-15/20, 12/14-18/20 (AM) (V), 02/01-05/21 (PM) (V), 04/12-13/21, 06/23-24-21
Dimensions of Leadership	MTS DL 200	10/06/20(V), 12/09/20(V), 01/13/21, 05/07/21
Ethics of Leadership & Influence	MTS EL 200	TBA
From Interview to Hire	MTS NC 301	07/16/20(V), 09/09/20(V), 10/29/20, 12/10/20(V), 01/20/21(V), 03/23/21, 05/11/21
Financial Budgeting	MTS FB 101	09/17/20(V), 11/09/20, 02/11/21(V), 06/01/21
Fundamentals of Supervision	MTS FS 200	08/26/20(V), 10/8/20(V), 01/19/21, 03/10/21
Managing Effective Meetings	MTS MT 001	09/10/20(V), 11/05/20, 01/28/21(V), 04/27/21
Performance Evaluation	MTS NC 401	07/22/20(V), 08/20/20(V), 10/20/20, 01/21/21(V), 03/18/21

Shaping Effective & Engaged Teams	MTS ST 200	09/9/20, 12/3/20, 03/3/21, 06/9/21
The Servant Leader	MTS SL 201	9/2/20(V), 10/16/20, 1/13/21(V), 5/14/21
Workplace Harassment	MTS GI 425	08/20/20 (V), 10/09/20, 01/14/21, 04/02/21

### \*Management Development Certificate (MDC)

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

Americans with Disabilities Act	MTS NC 123	On-Demand (E-Learning)
Crucial Accountability	MTS CA 201	09/2/20(V), 11/17/20(V), 1/13/21(V), 5/13/21
Creative Thinking	MTS CT 001	09/22/20, 11/16/20(V), 02/25/21, 05/20/21(V)
Developing Employees	MTS DE 101	08/27/20, 12/03/20(V), 03/23/21(V)
Discipline, Grievance & the Merit System	MTS NC 903	09/15/20, 11/3/20, 1/12/21, 3/2/21, 5/12/21
Diversity Training for Managers & Supervisors	MTS GI 400	08/18/20(V), 11/17/20, 2/10/21(V), 6/1/21
Emotional Intelligence	MTS EI 201	08/25/20(V), 11/17/20, 1/14/21(V), 4/8/21
Equal Opportunity/Affirmative Action & Anti-Discrimination	MTS NC 202	On-Demand (E-Learning)
Investigating Employee Misconduct	MTS NC 118	08/4/20(V), 10/6/20, 12/8/20, 2/9/21, 4/15/21, 6/8/21
Leading Through Change	MTS LC 201	9/9/20(V), 11/16/20, 2/17/21(V), 4/28/21
Managing Conflict & Resistance in the Workplace	MTS GI 165	08/5/20(V), 10/22/20, 1/19/21(V), 2/25/21(V), 4/20/21
Preventing Sexual Harassment for Supervisors	MTS NC 119	On-Demand (E-Learning)
Project Management	MTS PT 103	08/18-19/21(V), 10/27-28/20(V), 01/20-21/21, 04/20-21/21
Strategic Planning & Systems Thinking	MTS ST 101	8/24/20(V), 10/7/20, 1/20/21(V), 4/1/21
Substance Abuse Policy	MTS SA 001	On-Demand (E-Learning)

### Additional Course Offerings

Advanced Budgeting		TBA
Intersection of FMLA, ADA, and Worker's Comp		TBA

### Procurement Courses

Introduction to State Procurement	MTS SP 001	08/19/20(V), 11/04/20, 03/03/21(V), 05/19/21
Advanced Procurement Certification	MTS AP 001	10/13/20, 04/7/21
Contract Administration	MTS CP 514	TBA

### 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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