

## Keep Your Work/People Skills Up To Date with PDS Training



December 2018

Keeping your skills up to date in the workplace is important for your personal and professional growth. State of Iowa Performance & Development Solutions (PDS) presents informative seminars and programs for State employees at all levels, including those who are new to State Government, supervisory staff, executive management, and professional/technical staff.

Some classes will have a fee for attendance, while many courses are included at no additional cost as part of your agency's training utility fee. Browse through the [website](#) and read details in the [FY19 Course Catalog](#).

Enrollment is easy. You'll need to complete the [course registration form](#) and include the appropriate approval signatures. Once completed, return the form to your departmental Training Liaison. Contact information for Training Liaisons may be found at <https://das.iowa.gov/human-resources/training-and-development/training-liaison/executive-branch>. If your organization does not have a Training Liaison, you may submit your registration form directly to [PDS@iowa.gov](mailto:PDS@iowa.gov).

### The PDS training courses for December and January are:

#### **December 2018**

December 11	Performance Evaluations (MTS NC 401)
December 11	Advanced Principles of Communication – Part 2 Coaching (MTS AU 002)
December 12	Diversity Training for Employees (½-day class) – (MTS GI 450)
December 13	Thriving on Change (MTS GI 163)
December 18	Developing Employees (MTS DE 101) <b>**NEW CLASS**</b>

#### **January 2019**

January 8	Diversity Training for Employees (½-day class) - (MTS GI 450)
January 9	Cultural Competency (MTS CC 001)
January 9-10	Project Management (2-day class) - (MTS PT 103)
January 11	Ethics of Leadership and Influence (MTS LI 001)
January 16	Customer Service (MTS QM 002)
January 17	Crucial Accountability (MTS CA 201)
January 22	Intro to State Procurement (1/2 day class) - (MTS SP 001)
January 23	Leading Through Change (MTS LC 001))
January 24	Thriving on Change (MTS GI 163)
January 25	Generational Differences (MTS GD 001)
January 29	Managing Stress and Workplace Accountability (MTS MS 001)
January 29	Dimensions of Behavior (½-day class) - (MTS GI 312)
January 30	Ethical Issues in Today's Workplace (MTS PT 992)
January 31	Project Management Fundamentals (MTS PT 123)

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