

## In-Person Performance & Development Solutions (PDS) Training Currently Suspended - Course Options Available



June 2020

In response to COVID-19 guidelines for self-isolation and social distancing, we are pleased to announce Performance & Development Solutions has several options for employees to continue their professional development. To see the current training options, visit <https://das.iowa.gov/node/8685>.

### Zoom Training Strongly Encouraged for PDS Participants

PDS strongly encourages participants to take a 30-minute course, *Tips and Tricks for Zoom*, prior to attending a virtual live instructor-led course. PDS offers the class twice each week, on Mondays from 9 to 9:30 a.m., and Thursdays from 1 to 1:30 p.m., and is designed for those taking PDS virtual courses or anyone interested in learning the functions of Zoom. Please email [PDS@iowa.gov](mailto:PDS@iowa.gov) to reserve your space.

### Virtual PDS Instructor-Led Courses

Many of our classroom courses have been updated to be delivered in an online live format.

#### June 2020

June 1	Customer Experience (MTS CE 001)
June 1-5	Crucial Conversations (MTS CC 101) Daily sessions from 9:00-11:00 a.m.
June 2	Advanced Principles of Communication Part 2 (MTS AU 002)
June 3	Listening Skills (MTS LS 001)
June 4	Shaping Effective and Engaged Teams (MTS ET 001)
June 8	Fundamentals of Supervision (MTS NC 151)
June 9	Shaping Effective and Engaged Teams (MTS ET 001)
June 10	Servant Leaders (MTS SL 001)
June 10	Strategies for Work/Life Balance (Day 2) (MTS WL 002)
June 11	Project Management Fundamentals (MTS PT 123)
June 15	Leading Through Change (MTS LC 001)
June 15-19	Crucial Conversations (MTS CC 101) Daily sessions from 1:00-3:00 p.m. Rescheduled from May 11-15.
June 16	Emotional Intelligence (MTS EI 201)
June 16	Advanced Principles of Communication (MTS AU 001)
June 18	Financial Budgeting (MTS FB 101)
June 19	Introduction to State Procurement (MTS SP 001)
June 24	Dimensions of Leadership (MTS GI 230)
June 24	Discipline, Grievance and the Merit System (MTS NC 903)
June 25	Fundamentals of Supervision (MTS NC 151)
June 26	Generational Diversity (MTS GD 001)
June 30	Advanced Principles of Communication-Part 2 (MTS AU 002)
June 30	Diversity for Employees (MTS GI 450)

The courses will run as scheduled and the normal cancellation policy of 14 day notice applies. Performance & Development Solutions limits class size to 18 participants on a first-come, first-served basis. For classes with more than 18 people enrolled, new dates will be added and we will work with participants to reschedule as needed.

#### **Performance & Development Solutions On-Demand Courses**

Our on-demand courses can be completed at any time. Many of these courses are policy related and may be required training. See these class listings at <https://das.iowa.gov/das.iowa.gov/human-resources/training-and-development/On-DemandCourseOptions>.

#### **New Horizons Virtual and On-Demand Computer Courses**

Computer training courses are still offered by New Horizons. See class listings at <http://www.newhorizonsdm.com/resources/pdf-course-schedule>.

**Please reach out to your Training Liaison or the Performance & Development Solutions team with questions.**

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