

On-Going State Resource						
Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
On-going Self- Paced	Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Corel WordPerfect, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, and Windows and Mac Operating Systems Course	\$0*	State Library of Kansas (SLK) - <b>Sarah Tenfelde-Dubois</b> at: <a href="mailto:Sarah.Tenfelde-Dubois@ks.gov">Sarah.Tenfelde-Dubois@ks.gov</a>	Online	All Employees	LearningExpress Library is a set of online resources funded and made available to all Kansans, at no cost, by the State Library of Kansas. These resources may be accessed through the State Library's website. LearningExpress, LLC is an educational technology company founded with the mission to help adult and student learners improve basic skills required for academic and career success. <a href="http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D">http://www.learningexpresslibrary3.com/?AuthToken=895C9A93-31CF-45C5-814C-A0788C14776D</a>
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice and Discounts, Personal Money Management Advice, Work-Life Solutions, Monthly Webinars and More!	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:selwell@ks.gov">selwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	Compsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial and legal advice when you need it, help you discover your best financial options, assist in finding elder and child care, and even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos and e-books over popular work-life topics available at no cost.  Call 1.888.275.1205 Option 7 or go online at <a href="http://www.guidanceresources.com">www.guidanceresources.com</a> (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and more.
On-going Self- Paced	IT Security Awareness Training (ID# 1059437)  HIPAA: An Overview (ID# 1041019)  KS New Employee Orientation (NEO) Course (ID# 1051574)	\$0*	Kansas Department of Health & Environment (KDHE) -  Visit <a href="http://ks.train.org">http://ks.train.org</a> , register/login, and look up by Course ID#	Online	All Employees	<u>IT Security Awareness</u> This online training presents information necessary for IT system managers, administrators, and users to demonstrate awareness of system security requirements and discuss user's responsibility to protect IT systems and data.  <u>HIPPA: An Overview</u> This online training describes the Health Insurance Portability and Accountability Act of 1996, discussing the Privacy Rule and its purpose. It will train the user on determining when private information can or cannot be disclosed, and explain how HIPAA and the Privacy Rule affect public health practice and research.  <u>New Employee Orientation</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.
On-going Schedule by Appointment	Inappropriate Behavior and the Inclusive Workplace	\$0*	Kansas Human Rights Commission (KHRC) - <b>Ruth Glover</b> at <a href="mailto:ruth.glover@ks.gov">ruth.glover@ks.gov</a>	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment, and behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior and inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.

On-going Schedule by Appointment	Records Management 101	\$0*	Kansas Historical Society (KSHS) - <b>Ryan Leimkuehler</b> at: <a href="mailto:rleimkuehler@kshs.org">rleimkuehler@kshs.org</a> or <b>Megan Rohleder</b> at: <a href="mailto:mrohleder@kshs.org">mrohleder@kshs.org</a>	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper and electronic records, the State Records Board, and Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising and constructing retention schedules and helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	Kansas Historical Society (KSHS) - <b>Ryan Leimkuehler</b> at: <a href="mailto:rleimkuehler@kshs.org">rleimkuehler@kshs.org</a> or <b>Megan Rohleder</b> at: <a href="mailto:mrohleder@kshs.org">mrohleder@kshs.org</a>	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements, and programs/software that will identify duplicate records and will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self-Paced	<b>*New*</b> FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>	Online	Supervisors	In this online course, participants will be given the information necessary to better understand and apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law and practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.  The FMLA Supervisory Training is accessible on the Dept of Administration's website: <a href="http://da.ks.gov/ps/training/fmla/">http://da.ks.gov/ps/training/fmla/</a>

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**December 2016 Course Information**

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
12/6/2016 9:30 AM to 12:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
12/6/2016 9:30 AM to 10:30 AM	Managing Your Emotions in the Workplace <b>On-Site Presentation by ComPsych</b>	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 509, Topeka	All Employees	Everyone experiences emotions at work. We get frustrated with bosses giving more work when they don't understand how much work we already have. We get upset with coworkers who don't do their jobs, so we can't do ours. We get angry with irate customers who don't realize we are only trying to help. We worry about an uncertain future. But with all these emotions, most people don't think they have anything to do with how they are feeling. They believe their emotions are a result of an external cause. That just isn't true.  At the end of this workshop, you will be able to:  Identify the nature of emotion >> Describe the function of emotion >> Describe how emotions originate from thoughts >> Identify the ways emotions can sabotage work and relationships  Identify ways to taking responsibility for emotions >> Describe ways to monitor and dispute distorted thinking >> Describe ways of calming down >> Use future orientation to avoid impulsive acts >> Describe how to depersonalize criticism
12/7/2016 8:30 AM to 12:00 PM	Learning to Lead	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead <u>before</u> you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.

12/7/2016 8:30 AM to 4:00 PM	Kansas Human Rights Commission Employment Law Seminar	\$85	Kansas Human Rights Commission (KHRC) - <a href="http://www.khrc.net">www.khrc.net</a>  <b>Etta James</b> <a href="mailto:etta.james@ks.gov">etta.james@ks.gov</a> , or <b>Ruth Glover</b> <a href="mailto:ruth.glover@ks.gov">ruth.glover@ks.gov</a> 785-296-3206	Ramada Convention Center, Downtown Topeka, 420 S.E. 6th Street, Topeka, Kansas	HR Staff, Attorneys, EEO Personnel, Paralegals, Legal Assistants, etc.	<p>This seminar is jammed packed with the most requested and timeliest topics: The EEOC's Newly Issued Guidance on Retaliation, Background Checks and Other Pre-Employment Issues, Two Worlds Collide: Social Media Meets the First Amendment, Update on the FLSA, and more! Also featured is The Course of an Ethics Complaint: What Every Lawyer Needs to Know (Attorney Ethics Credit).</p> <p>This Registration includes a website link to electronic (PDF) copies of seminar materials, a buffet luncheon, and snacks. The link will be e-mailed to paid registrants prior to the seminar. Applications will be submitted for 6.00 hours of CLE credit, including 1.50 hour of ethics/professionalism credit, through the Kansas Continuing Legal Education Commission and the Missouri Bar. This program will be submitted to the HR Certification Institute for review. Check the KHRC website at <a href="http://www.khrc.net">www.khrc.net</a> in the coming days for more information!</p> <p>Registration deadline of 12/1/2016. There will be no "day of" registration. There will be no registration refunds. Registrations are transferable. Any paid registrant who is unable to attend will receive the website link to the electronic (PDF) seminar materials.</p>
12/8/2016 8:30 AM to 3:30 PM	Outlook Level 1	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.
12/13/2016 thru 12/15/2016 8:30 AM to 3:30 PM	Microstation	\$170	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
12/13/2016 8:30 AM to 3:30 PM	Word Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Create and format sections in a document, create multiple columns, and sort text in columns. Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table Auto Format command, and drawing a table. Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data. Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails. Create and manipulate Headers and Footers. Working with Styles. Creating labels and envelopes. Working with Graphics Revisions in a document.
12/14/2016 8:30 AM to 3:30 PM	Excel Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Students will work with concepts such as consolidating data, creating a workspace, adding comments to cells and workbooks, define and apply cell and range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists and create and format a table. They will also save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.
12/15/2016 8:00 AM to 4:30 PM	PowerPoint Level 1	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This course teaches you how to create, modify, format, build, and run PowerPoint slide shows, as well as use WordArt, AushoShapes, ClipArt and graphic objects. You will learn about the PowerPoint toolbars, use the clipboard task pane, and create tables using tabs. You will also learn to use the Slide transition task pane.
12/19/2016 8:30 AM to 3:30 PM	Outlook Level 2	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower Sunflower Training Room	All Employees	Students will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane. They will create groups, shortcuts and address books; customize email options, set alerts and use voting buttons. They will use and customize instant search of the Inbox, all folders, Contacts, Tasks and Calendar. Students will also use categories, Rules and Automatic Reply messages. They will use advanced methods of setting up, organizing and moving items within folders and sub-folders (including folder clean-up and deletion of folders). They will create, delete and use public folders and learn to post and delete items within public folders.

12/19/2016 and 12/20/2016 8:30 AM to 3:30 PM	Access Level 1	\$80	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	Organize data efficiently by using a database management system; start Access and open Access databases; and use the Help feature. Plan and create a database; use Datasheet view and Design view; and create tables and work in tables. Modify a table's design; use the Find feature and the spelling checker; and sort, filter, and delete records. Set field properties; create input masks; set validation rules; and create single and multiple-field indices. Create queries, and sort and filter the results; modify queries; and perform operations in queries. Create, modify, and work with forms; and use them to find, sort, and filter records. Create reports by using Auto Report, the Report Wizard, Design view, and queries; and modify and print report.
12/20/2016 8:30 AM to 3:30 PM	Office 2013 New Features	\$60	KS Dept. of Transportation (KDOT) - <b>Ingrid Vandervort</b> at: <a href="mailto:Ingrid.Vandervort@ks.gov">Ingrid.Vandervort@ks.gov</a>	Eisenhower State Office Building	All Employees	This course takes users through the new features in MS Office 2013: Word, Excel, PowerPoint and Outlook.
12/22/2016 3:00 PM to 4:00 PM	The Psychology Behind Saving Money and Other Good Habits	\$0*	Employee Assistance Program (KDHE) - <b>Shannon Elwell</b> at: <a href="mailto:selwell@ks.gov">selwell@ks.gov</a> or <b>Alec Hawley</b> at: <a href="mailto:ahawley@compsych.com">ahawley@compsych.com</a>	Online	All Employees	Most people can honestly say they believe it's important to spend within their means and to save money for the future. Unfortunately, good intentions are often at odds with how our mind works. For example, many people want to save for the future but have no motivation to because they have not imagined that future. This course addresses the psychology behind saving money and adopting good financial habits. It will examine recent research related to how and why people save vs. spend and identify strategies for participants to change their financial mindset and develop new habits.  <a href="http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm">http://www.kdheks.gov/hcf/healthquest/eapwebinars.htm</a>

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**January 2017 Course Information**

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
1/6/2017 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Dept. of Admin (KDoA) <b>Craig Kibbe</b> at: <a href="mailto:craig.kibbe@ks.gov">craig.kibbe@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
1/9/2017 - 1/13/2017 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - <b>Kevin Smith</b> at: 291-3192 or <a href="mailto:kevin.smith@doc.ks.gov">kevin.smith@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in Corrections/ Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
1/25/2017 10:00 AM - 11:30 AM	Emergency Management and the ADA	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	We do not plan for easy we plan for real.  In this course you will learn the accessibility requirements under the ADA during emergencies or similar situations. Updates will be provided on new regulations issued by CMS that follow these same principles. Everyone has a role to play during major events. As FEMA stresses, "We do not plan for easy we plan for real." As people with disabilities become more integrated into the society and workforce these requirements take on added importance.

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### February 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
2/1/2017 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.
2/3/2017 10:30 AM to 11:30 AM	Great Minds	\$0*	KS Dept. of Admin (KDoA) <b>Craig Kibbe</b> at: <a href="mailto:craig.kibbe@ks.gov">craig.kibbe@ks.gov</a>	Landon State Office Building, Conference Room 560	All Employees	Collaborative discussions aimed to develop and connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Sessions occur the first Friday of each month at the same time and location. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
2/7/2017 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Saline County Sheriff's Department, Salina	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
2/8/2017 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Saline County Sheriff's Department, Salina	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
2/8/2017 9:30 AM to 12:00 PM	Performance Management Process (PMP)	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Supervisors	This course highlights the changes in the performance management from the previous version to the current form and procedural changes regarding special evaluations. This course covers how to create meaningful objectives, competencies and discusses how specific attendee's issues could be addressed.
2/21/2017 9:00 AM to 3:00 PM	Write It Right!	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Lansing Correctional Facility, Lansing	All Employees	A five-hour seminar on effective and professional written communication skills. Written communication skills covered in this course include business letters, reports, logs, memos, meeting notes and e-mail.

Please provide the employee's ID, full name and email address when requesting course registration. Accommodations are arranged and covered by the employee's agency.

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### March 2017 Course Information

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
3/15/2017 8:30 AM to 12:00 PM	Learning to Lead	\$0*	KS Dept. of Admin (KDoA) <b>Jolene Flowers</b> at: <a href="mailto:jolene.flowers@ks.gov">jolene.flowers@ks.gov</a>	Landon State Office Building Room 560, Topeka	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow and equip yourself, so you can be in a position to lead <u>before</u> you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future, and discovering the personal values that influence your attitudes and behavior.
3/15/2017 - 3/16/2017 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.

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**April 2017 Course Information**

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
4/3/2017 - 4/7/2017 8:00 AM - 5:00 PM	Case Management Basic Training	\$0*	KS Dept. of Corrections (KDOC) - <b>Kevin Smith</b> at: 291-3192 or <a href="mailto:kevin.smith@doc.ks.gov">kevin.smith@doc.ks.gov</a>	Wichita Parole Office, Wichita	Case Managers	This course provides the foundation for effective offender supervision and case management. This 5-day course is designed to build skills in effective case management and provides a combination of motivational interviewing and Effective Practices in Corrections/ Settings (EPICS-II) skills. Specific topics include: evidence-based practices, effective communication skills and motivational interviewing strategies; and EPICS skills which include session structure, relationship and coaching skills, relapse prevention, bridging skills, and intervention skills.
4/11/2017 8:30 AM to 4:00 PM	Tools for Crucial Conversations	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	Supervisors	Participants will be introduced to modes and tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive and intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit and joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting and monitoring clear expectations of performance based upon customer-centered services and workforce efficiencies.

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**May 2017 Course Information**

Date/ Time	Course Title	Course Fee	Contact to Register	Location	Target Audience	Description/Purpose
5/9/2017 9:00 AM to 3:00 PM	Offender Job Preparation	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This seminar is designed to provide case managers with the information and tools needed to assist offenders in finding and maintaining meaningful employment.
5/10/2017 8:30 AM to 3:30 PM	Stress and Time Management	\$0*	KS Dept. of Corrections (KDOC) - <b>Bev Fertig</b> at: <a href="mailto:beverly.fertig@doc.ks.gov">beverly.fertig@doc.ks.gov</a>	Douglas County Jail, Lawrence	Case Managers	This 6-hour course targets correctional fatigue and secondary trauma by assisting case managers to identify coping techniques and develop individual methods to combat stress and stressors. It also looks at time management techniques which can have an effect on stress and increase productivity.
5/24/2017 - 5/25/2017 8:30 AM to 4:30 PM	Leadership and Supervisory Issues	\$0*	KS Dept. for Children & Families (DCF) - <b>Bill Griffiths</b> at: <a href="mailto:william.griffiths@ks.gov">william.griffiths@ks.gov</a>	DCF DDS, 2820 SW Fairlawn, Kansas Room, Topeka	New Supervisors to attend both days	This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving and Communication. Participants learn and practice new knowledge and skills for on-the-job application through activities completed in the classroom.

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