

**STATE OF OHIO EMPLOYEE
TRAINING AND PROFESSIONAL DEVELOPMENT**



COURSE CATALOG

SECOND QUARTER | APRIL - JUNE

2015

OhioDAS
Human Resources Division

Office of
Learning and
Professional Development
Service · Support · Solutions

Learn It Ohio
TRAINING ON DEMAND 365/24/7

 **EAP**
**OHIO EMPLOYEE
ASSISTANCE PROGRAM**

Training Courses



Dear State of Ohio Employee:

The Ohio Department of Administrative Services' (DAS) Office of Learning and Professional Development (OLPD) presents you with its enterprise-wide training program and catalog for the second quarter of 2015 (April - June).

The State of Ohio training programs are designed to enhance a variety of employee skills at all levels of experience and meet different learning styles. Professional development opportunities and courses range from classroom training to on-demand, online courses. As always, there is no charge for state employees to participate in these trainings. We encourage you to work with your supervisor to determine the best courses for your work.

This catalog provides details about registering for the elective training courses offered at two DAS locations:

Ohio Department of Administrative Services
Rhodes State Office Tower
30 E. Broad St., Columbus, OH 43215

Ohio Department of Administrative Services
4200 Surface Road,
Columbus, OH 43228

Here are some items of interest for the second quarter:

- Microsoft Office 365: available this quarter only, courtesy of the DAS Office of Information Technology. Training provided by BrainStorm, Inc. both in classroom setting and via online webinar.
- Ohio Employee Assistance Program (OEAP) offers additional courses this quarter:
 - Creative Thinking
 - Making Happiness a Habit
 - Understanding the Employee Workplace Mediation Program
- Learn It Ohio Training on Demand 365/24/7 features a variety of Learning Programs on such topics as Public Service Professional, Competencies for Business Process Analyst and State of Ohio competencies.

For specific questions about State of Ohio training, please visit: das.ohio.gov/learning or contact the Office of Learning and Professional Development at 614-387-6183 or 888-577-6276.

Thank you for your interest and participation in the training and professional development opportunities offered by the State of Ohio.

Sincerely,

Robert Blair, Director, DAS
Jessica Schuster, Assistant Deputy Director, Office of Talent Management

At a Glance: State of Ohio Training (April - June 2015)

The elective training courses in this catalog are available at no cost to you.

Below is a snapshot of the courses being offered between April and June 2015. Please scroll down in the catalog for course descriptions, times and locations.

To register for classes, go to myOhio.gov, click on **Career Resources** and select **All Learning** in the **My Learning ELM** drop-down menu. From here you can search or browse the ELM (Enterprise Learning Management) catalog using the navigational links on the left side.

Please note: Course offerings are subject to change. Please check the ELM for catalog updates.

COURSES OFFERED		
COURSE	DATES OFFERED	PAGE
Actively Engaged in My Performance	April 3 or May 15	7
Assertiveness	April 7 or May 28	7
Bullying in the Workplace	April 21 or June 25	9
Communications and Difficult Conversations	April 10 or June 5	10
Creative Thinking	May 14	11
Customer Service 101	April 21 or June 2	11
Customer Service: Taking C.A.R.E. of Ohio	May 1 or June 23	12
Dealing with Negativity in the Workplace	April 29 or May 28	12
Emotional Intelligence	June 5	14
*Emotionally Intelligent Leader	April 16	14
Leading through Change	May 8	18
Managing Eldercare Issues (Optum)	June 11	18
Myers-Briggs Type Indicator (MBTI)	May 7	19
No Aspirin Required	June 12	20
Power of Humor	May 22	20
Principles of Effective Leadership	May 29	21
SPAN: Strategic Partnerships, Alliance and Networking	May 14	22
Strategic Planning and Thinking	April 28	22
Stress: Putting it to Rest	April 29 or June 11	23
Time Mastery	April 23 or June 26	24
Workplace Violence and Bullying	April 21 or June 25	25

* Courses Offered to Exempt Employees (Non-Bargaining Unit)

WHAT'S NEW?

Courses Available This Quarter Only

Microsoft Office 365 presented by BrainStorm, Inc.

Training Offered: April 13 – 17, 2015

Location: Walnut/Willow Conference Room
DAS 4200 Surface Road, Columbus 43228

Session Times: 8:45 to 10:15 a.m.
10:45 a.m. to 12:15 p.m.
1:30 to 3 p.m.

Please Note: Enrollment is limited to 90 employees per session.

Microsoft Office 365 Webinar Series presented by BrainStorm, Inc.

Webinar Series Offered: May 12, 20, 27 and
June 4 and 10.

Location: By computer

Session Times: 7 to 8:30 a.m.
10 to 11:30 a.m.
5:30 to 7 p.m.

Please Note: Register soon due to limited session enrollment.

Microsoft Office 365

- About Microsoft Office 365
- Understanding Office 365
- Using the Office 365 Navigation Bar

Introducing Office 2013

- Exploring the Ribbon
- Navigating the Backstage View
- Customizing the Quick Access Tool Bar

Using Outlook to Manage Your Day

- Managing Conversations
- Using Quick Parts
- Setting up Appointments and Meetings
- Using the Scheduling Assistant

Managing the Modern Meeting in Lync 2013

- Tagging Contacts for Status Change Alerts
- Scheduling a Meeting from an Email
- Beginning a Lync Conversation from an Email
- Sharing Options in Lync
- PowerPoint Presentations

- Whiteboard Collaboration
- Sharing Your Desktop
- Sharing Meeting Notes with OneNote

Introducing OneNote 2013

- Understanding the Uses of OneNote
- Organizing Your Notes
- Sharing a Notebook with Others

Getting More out of Excel 2013

- Creating Pivot Tables
- Analyzing Your Data with Slicers
- Using Flash Fill

Creating Professional Content in Word 2013

- Using Live Layout and Alignment Guides
- Understanding Simple Markup
- Editing a PDF

Designing Powerful Presentations in PowerPoint 2013

- Accessing the Design Gallery
- Using the Slide Size Button
- Understanding the New Comments Pane

Understanding the Employee Workplace Mediation Program will include:

- Gaining a better understanding of conflict
- Considering the benefits of mediation
- Learning about the mediation process
- Clarifying the role of the mediator

Training Offered via ELM:
April 6 to Dec. 31, 2015

Please Note: Online enrollment is available to all managers and employees.



STATE OF OHIO EMPLOYEE COMPETENCIES

State of Ohio employee core competencies are measurable patterns of knowledge, skills, abilities, behaviors and other characteristics designed to reflect the behaviors employees use to complete tasks to achieve their goals.

Choosing the right competencies allows state agencies to:

- Plan how they will organize and develop their workforce;
- Determine which job classes best fit their business needs;
- Recruit and select the best employees;
- Manage and train employees effectively; and
- Develop staff to fill future vacancies.

Competencies also help employees to:

- Make the most of individual strengths;
- Set reasonable goals;
- Be willing to take risks;
- Keep their plan visible and current; and
- Ensure continued and specific development activities take place.

The competencies supported by courses listed on Pages 7-26 are located below the course description.

The definitions of each competency are located on Pages 28-31. If a competency is addressed by a course or other resource in Learn It Ohio, it is also known as a Learning Program and the title is hyperlinked on Pages 28-31.



COURSES OFFERED

Actively Engaged in My Performance

Are you actively engaged with your supervisor in managing your performance? Do you want to be more engaged in your performance development? Learn how to collaborate with your supervisor to plan, observe and assess your performance throughout the year.

In the session “Actively Engaged in My Performance” you will learn the elements of the performance management process, how to set SMART goals, request and accept feedback in a positive way, and discuss how to achieve more open and constructive communication in boss and peer relationships.

State Competency Support:	Offered:
Developing Objectives and Strategies Organizing, Planning and Prioritizing	Friday, April 3 at Rhodes Tower, 8:30 a.m. to 4 p.m. or Tuesday, May 15 at 4200 Surface Rd., 8:30 a.m. to 4 p.m. Available Upon Agency Request

Addressing Mental Health Concerns in the Workplace

It's not uncommon for people to experience depression, grief, anxiety or trauma during their lives. Normally friends and family pull us through, but sometimes the intensity of an event requires more. Identification and early intervention are the goals of this workshop.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Available Upon Agency Request

Assertiveness

Being assertive is a core communication skill. It's not just what you say that's important, but also how you say it. Communication which is direct and respectful gives you the best chance of successfully delivering your message.

Assertiveness is defined as standing up for your rights, wants and needs without violating the same rights of others. In this session we will examine how to communicate more assertively including making requests, giving bad news and saying no.

State Competency Support:	Offered:
Coordinating the Work Activities of Others Scheduling Work and Activities Communicating with People Outside the Organization Communicating with Supervisors, Peers and Subordinates Making Decisions and Solving Problems	Tuesday, April 7 at Rhodes Tower, 8:30 a.m. to 4 p.m. Thursday, May 28 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

COURSES OFFERED

*Authority and Delegation (Offered to Exempt Employees)

Do you find yourself overwhelmed and/or stressed as a supervisor/manager? Do you find there are not enough hours in the workday to complete your task list? In today's work environment, we are expected to do more with less. Authority and delegation are often the most difficult concepts for a manager to grasp, but are integral keys to his/her success.

State Competency Support:	Offered:
Coordinating the Work Activities of Others Guiding, Directing and Motivating Subordinates Organizing, Planning and Prioritizing Work Scheduling Work and Activities	Available Upon Agency Request

Avoiding Burnout

In today's work environment, many of us feel pressured to work faster, harder and longer hours. It's easy to allow our jobs to become our lives. For many this can lead to burnout, resulting in decreased productivity and dissatisfaction among other things. Participants in this program will examine causes of burnout as well as potential remedies. They also will come out of this seminar with ideas to decrease their likelihood of experiencing burnout.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Available Upon Agency Request

*Building Effective Teams (Offered to Exempt Employees)

This course provides leaders a forum to discuss the components that enable a strong team. The importance of trust within a team will be established along with communication tools to enhance team dynamics.

You will learn the stages of team development and how to foster a trust-based environment. Used effectively, it will help you to create an efficient and energized team.

State Competency Support:	Offered:
Developing and Building Teams	Available Upon Agency Request

COURSES OFFERED

Building a Safe Place to Work

The increase in violence in our society is spilling over into the workplace. Many employees are worried about their personal safety. What actions should they take if they are threatened, abused or harassed? This program will give participants tools for recognizing potentially threatening situations and ways they can make themselves safer in the workplace.

State Competency Support:	Offered:
Establishing and Maintaining Personal Relationships Resolving Conflicts and Negotiating With Others	Available Upon Agency Request

Bullying in the Workplace

The rise of bullying in the workplace and beyond has left many workers feeling isolated and helpless. The devastating effects of bullying can be long-term and can have a drastic impact on employee morale and productivity. This training provides information on how to eliminate this mentality in the workplace and beyond.

State Competency Support:	Offered:
Resolving Conflicts and Negotiating With Others Communicating with Peers, Supervisors and Subordinates	Tuesday, April 21 at Rhodes Tower, 9 to 11 a.m. or Thursday, June 25 at Rhodes Tower, 1 to 3 p.m. Available Upon Agency Request

*Coaching with Positive Expectations (Offered to Exempt Employees)

As a supervisor or manager, you are responsible for coaching and mentoring your employees to assist them in reaching their goals and achieving optimal performance. Effective coaching is designed to make your job as a supervisor/manager easier by increasing the employee's competency and job effectiveness.

State Competency Support:	Offered:
Coaching and Developing Others Guiding, Directing and Motivating Subordinates Coordinating the Work Activities of Others Communicating with Supervisors, Peers and Subordinates	Available Upon Agency Request

COURSES OFFERED

Communications and Difficult Conversations

Communication skills are multi-dimensional and some of the most important skills you can develop. It is not just what you say, but how you say it that can make a difference.

Difficult conversations become easier when you use the proper technique. It takes practice to make sure you are communicating the proper information in a way that is fully understood – say what you mean and mean what you say. You will have an opportunity to practice in class.

State Competency Support:	Offered:
Communicating with People Outside the Organization Communicating with Supervisors, Peers and Subordinates Resolving Conflicts and Negotiating With Others	Friday, April 10 at 4200 Surface Road, 8:30 a.m. to 4 p.m. Friday, June 5 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Coping for Caregivers

Modern medicine has worked miracles. As a result, elders tend to live longer. At the same time, the chances of chronic illness or decreased functional capacity rise. As we move into middle adulthood, many of us will be called upon to provide or arrange care for an aging parent or loved one. This program is for those currently facing this situation or for those anticipating what lies ahead. An overview of OEAP will be provided.

State Competency Support:	Offered:
Getting Information Assisting and Caring for Others	Available Upon Agency Request

*Create and Sustain a Service Culture (Offered to Exempt Employees)

The leadership version of Taking C.A.R.E. of Ohio, this course examines the customer service C.A.R.E. philosophy from the leader's perspective and provides tools and techniques to help leaders create a supportive environment where individuals want to deliver exceptional customer service.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Performing for or Working Directly With the Public	Available Upon Agency Request

COURSES OFFERED

Creative Thinking (Optum)

Here's an opportunity to have some fun while you learn. Optum offers a lively, highly interactive session that encourages participants to think outside the box. Employees will learn how to break out of self-limiting patterns of thinking and begin to use their own creative process.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Thursday, May 14 at Rhodes Tower, 9 to 11 a.m. Available Upon Agency Request

Customer Service 101

Focused on the basics of good customer service, this interactive course presents proven techniques for creating positive customer experiences. Geared toward anyone who has one or more customers (hint: all state employees fit that description), you will leave with skills that can be used in all areas of life. Learn simple, yet powerful tips for communicating effectively and making customers feel valued. Understand the repercussions of not providing good service. Share your own customer service experiences and hear about techniques used by Disney, The Ohio State University and the State of Ohio agencies.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Performing for or Working Directly With the Public	Tuesday, April 21 at Rhodes Tower, 8:30 a.m. to 4 p.m. or Tuesday, June 2 at 4200 Surface Road, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Customer Service in a Compliance Environment

The definition of customer service is not the same for every department or agency. In various State of Ohio environments, some positions have to navigate enforcing the laws of our state with people who potentially shout, make threats, cry or get angry with us for the information we have to deliver. If you've reached the end of your rope trying to come up with new ways to satisfy customers and cope with these tough situations, attend this session to get practical tools to provide great customer service in a compliance environment.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Performing for or Working Directly With the Public	Available Upon Agency Request

COURSES OFFERED

Customer Service: Taking C.A.R.E. of Ohio

This course is not just for those who are responsible for front-line customer service. It is designed to help everyone be more engaged in all of their daily interactions. The tools and techniques presented in this course take an inside-out approach to being at the service of others and more engaged in all of your daily interactions.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Performing for or Working Directly With the Public	Friday, May 1 at Rhodes Tower, 8:30 a.m. to 4 p.m. or Tuesday, June 23 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Dealing with Negativity in the Workplace

This program is a must for all employees. Participants will learn how to identify the ways negativity surfaces in the workplace and recognize the relationship of workplace change to negative behavior and interaction. Time will be spent helping participants identify ways to stay focused, productive and positive. This course will include an overview of the OEAP Awareness course.

State Competency Support:	Offered:
Establishing and Maintaining Personal Relationships Communicating with Peers, Supervisors and Subordinates	Wednesday, April 29 at Rhodes Tower, 1 to 3 p.m. or Thursday, May 28 at Rhodes Tower, 9 to 11 a.m. Available Upon Agency Request

Depression in the Workplace (Optum)

What happens when a co-worker or employee's behavior, demeanor and work performance starts deteriorating? The personal and professional costs of depression can be staggering. Cultural stereotypes and biases still exist and can create barriers against acknowledging depression and seeking appropriate help. Participants will learn how to recognize clinical depression. And they will become familiar with methods of addressing depression with others, both from the point of view of the supervisor and co-worker.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Available Upon Agency Request

COURSES OFFERED

Drug-Free Awareness

Would you like to learn more about the progressive nature of addiction, the fear of quitting, warning signs, misleading stereotypes, new treatments and the process of recovery? This workshop provides a brief overview about substance abuse.

State Competency Support:	Offered:
Performing for or Working Directly With the Public Making Decisions and Solving Problems	Available Upon Agency Request

Drug-Free Workplace for Supervisors

This workshop will help you understand who falls under state and federal drug and alcohol testing mandates and the steps taken if an employee tests positive.

State Competency Support:	Offered:
Performing for or Working Directly With the Public Making Decisions and Solving Problems	Available Upon Agency Request



COURSES OFFERED

Emotional Intelligence

Do you ever feel that displaying emotion is a “bad” thing? Today there is a growing body of evidence that indicates the proper understanding and use of emotions can help you be a more effective employee and better communicator.

Attend this class to discover how to express your emotions in a way that enables you to build strong relationships with the people around you ... your peers, coworkers, supervisor and people in your personal life.

Also, you will improve your awareness of the emotions others are experiencing and learn how this information assists you with successful interactions.

State Competency Support:	Offered:
Communicating with Supervisors, Peers and Subordinates Establishing and Maintaining Personal Relationships Developing and Building Teams	Friday, June 5 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

*Emotionally Intelligent Leader (Offered to Exempt Employees)

Research shows that general intelligence and technical skills move you up the ladder. However, emotional intelligence keeps you there. Emotional intelligence is the ability to recognize, understand and use the power of emotions to facilitate high levels of collaboration and productivity. This class will review the basics of emotional intelligence with a focus on helping you recognize opportunities to encourage the development of emotional intelligence skills within yourself and your team.

State Competency Support:	Offered:
Establishing and Maintaining Personal Relationships Developing and Building Teams	Thursday, April 16 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

*Employment Law (Offered to Exempt Employees)

As a public-sector supervisor, you must be aware of certain laws that pertain to you and your staff. This course provides you with an awareness of public-sector employment law. It provides guidelines for decision-making that relate to your work environment. During the session, you will learn employment law terms and review case studies.

State Competency Support:	Offered:
Making Decisions and Solving Problems Guiding, Directing and Motivating Subordinates Interpreting Information for Others	Available Upon Agency Request

COURSES OFFERED

*ePerformance System Training (Offered to Exempt Employees)

This training will provide attendees with hands-on experience in the ePerformance system as a supervisor/manager. During the session, you will learn how to create and complete a performance review. The session also will include tips that will make the review process easier on you and your staff.

State Competency Support:	Offered:
Working with Computers Coaching and Developing Others	Available Upon Agency Request

*Establishing and Evaluating Competencies (Customer Focus) (Offered to Exempt Employees)

Are you struggling to understand and evaluate your team on competencies? Join us for this interactive session to learn the process of how to establish and evaluate competencies. The session will focus on establishing and evaluating your team on the statewide competency of Customer Focus, which applies to every state employee. However, the process learned during the session can be used to establish and evaluate any competency.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Guiding, Directing and Motivating Subordinates Interpreting Information for Others	Available Upon Agency Request

From Diversity to Inclusion

From gender to culture and across multiple generations, our workforce is a very diverse place. During this session, you will learn ways to understand and talk about human differences, which in turn promote healthy relationships through the growth of interpersonal understanding and appreciation within your team.

State Competency Support:	Offered:
Developing and Building Teams Establishing and Maintaining Personal Relationships	Available Upon Agency Request

COURSES OFFERED

Generations and Diversity

People communicate based on their gender, culture and generational backgrounds. Each generation has distinct attitudes, behaviors, expectations, habits and motivation. It is important to understand, acknowledge and appreciate these human differences in the workplace. You will learn practical tips for working successfully in a multigenerational, diverse workplace.

State Competency Support:	Offered:
Developing and Building Teams Establishing and Maintaining Personal Relationships	Available Upon Agency Request

*Goal Setting for Enhanced Performance (Offered to Exempt Employees)

Goal setting is used by top-level athletes, successful business people and achievers in all fields. Goal setting is the first, and potentially the most important, step in managing the performance of your employees. Used effectively, goal setting assists with long-term vision and short-term motivation, focuses on the acquisition of knowledge and helps you organize time and resources.

State Competency Support:	Offered:
Developing Objectives and Strategies Coordinating the Work Activities of Others Scheduling Work and Activities Organizing, Planning and Prioritizing Work	Available Upon Agency Request



COURSES OFFERED

Influencing & Negotiating

We negotiate almost everything in our personal and professional lives. Our success depends on our ability to solve problems with others and create mutual value. We need to make sure that we can meet our needs – and the needs of others – in a manner that does not hurt either party (win-win). During this class, we will discuss traditional negotiation strategies and interest-based negotiation techniques to increase your knowledge in becoming a better negotiator.

State Competency Support:	Offered:
Making Decisions & Solving Problems Resolving Conflicts and Negotiating With Others Selling or Influencing Others	Available Upon Agency Request

Innovation Lab: Build a Culture of Innovation

Leaders who recognize innovative opportunities within their areas of responsibility foster the creativity of their team. Over time, an innovative team will be more responsive to the ever-changing dynamics of state government.

State Competency Support:	Offered:
Thinking Creatively	Available Upon Agency Request

Is Supervising for Me?

Have you thought about taking a position as a supervisor or a manager? Are you curious to see if supervising would align with your current skills and abilities?

Supervisors that possess the necessary skills can make everyone’s job more enjoyable. When employees understand the skills it takes to be a great supervisor, they can prepare themselves for this important role. Attend this interactive session to discover if supervising is a good career fit for you.

State Competency Support:	Offered:
Guiding, Directing and Motivating Subordinates Interpreting Information for Others	Available Upon Agency Request

COURSES OFFERED

Leading Through Change

Change management is the art and science of guiding an organization and its people through the predictable transitions from current reality to a preferred future position. Change manifests in various forms with diverse results and emotions, but there are two things that you can count on: 1) change won't go away; it will only increase, and 2) you and the people around you need to learn to embrace change.

In this program you will learn to identify different reactions to change so that you will be better prepared to guide others through it. You will design a plan to help others through change and apply that plan by aligning systems and structures within your organization to better meet the needs of employees experiencing change.

State Competency Support:

Selling or Influencing Others

Offered:

Friday, May 8 at Rhodes Tower,
8:30 a.m. to 4 p.m.
Available Upon Agency Request

Managing Eldercare Issues (Optum)

Optum offers participants information about identifying and using appropriate resources. Attendees will be able to make better decisions regarding eldercare issues. In addition, they will learn how to reduce the stress and anxiety that come with trying to make the best choices for an aging relative.

Program highlights: Heighten awareness of in-home, community and institutional resources • Learn about financial and legal issues • Become familiar with the “care management planning guide” • Review an eldercare case study.

State Competency Support:

Establishing and Maintaining Personal Relationships
Communicating with Peers, Supervisors and
Subordinates

Offered:

Thursday, June 11 at Rhodes Tower,
9 to 11 a.m.
Available Upon Agency Request

*Managing Multiple Generations In the Workplace (Offered to Exempt Employees)

For the first time in the nation's history, four generations are working side-by-side in the workplace. That means that supervisors and managers are trying to balance a generation gap of more than 50 years between the oldest and youngest employees. Each group has its unique strengths and differences, and is often misunderstood by the other, thus resulting in conflict.

The challenge facing supervisors and managers today is maximizing the strengths and performance of each generation to create a high-performing environment.

State Competency Support:

Establishing and Maintaining Personal Relationships
Developing and Building Teams
Guiding, Directing and Motivating Subordinates
Communicating with Supervisors, Peers and
Subordinates

Offered:

Available Upon Agency Request

COURSES OFFERED

Managing Trauma

Industries that are vulnerable to critical incidents such as robberies, injuries or other potential disasters need to prepare key staff to take the lead in helping traumatized employees until professional help arrives. This program equips supervisors and managers with an introduction to the issues they may face and the skills they will need if a critical incident occurs.

State Competency Support:	Offered:
Assisting and Helping Others	Available Upon Agency Request

*Motivate Your Employees (Offered to Exempt Employees)

As a supervisor, are you struggling to get that little bit of extra effort from your team? In many cases, employees are capable of doing more. However, they are unwilling to do it.

Human behavior affects the workplace. It's the manager's role to create a motivating work environment. You will discover creative ideas to motivate, recognize and reward employees to bring out their full potential. This class will prepare you to increase the motivation level of your team members.

State Competency Support:	Offered:
Guiding, Directing and Motivating Subordinates	Available Upon Agency Request

Myers-Briggs Type Indicator (MBTI)

Have you ever wondered how you get your energy, how you gather information, make decisions, and how these preferences affect your approach to work and life in general? This class will give you valuable insight into those four areas and more.

Your pre-class work includes completing an online assessment. During class, we will discuss the meaning of each of the preferences. And you will receive your personal results. By knowing your type, you will then be able to use the MBTI as a framework to gain a better understanding of yourself and others.

State Competency Support:	Offered:
Establishing and Maintaining Personal Relationships Developing and Building Teams	Thursday, May 7 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

COURSES OFFERED

No Aspirin Required: Problem Solving and Decision-Making Tools

To make sound decisions, employees must be able to effectively identify and solve problems. This course expands the tools leaders can draw on to creatively solve problems and identify alternate approaches to unravel organizational challenges. Decision-making theories will be discussed and learners will have the opportunity to practice decision-making skills through appropriate interactive exercises and activities.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Friday, June 12 at 4200 Surface Road, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Ohio Employee Assistance Program (OEAP) Awareness

This training course is designed to make employees aware of the OEAP benefits and services available to them and their families. It also includes information on the importance of early intervention and how to access services through OEAP. The services are confidential.

State Competency Support:	Offered:
Customer Focus (Statewide Competency)	Available Upon Agency Request

Power of Humor

It is important that you learn to balance life's stressors. This workshop looks at humor in the workplace and how it contributes to creativity, problem solving, healthy relationships and communications.

State Competency Support:	Offered:
Establishing and Maintaining Interpersonal Relationships	Friday, May 22 at 4200 Surface Road, 9 to 11 a.m. or 1 to 3 p.m. Available Upon Agency Request

Pre-Incident Education Critical Incident Stress Management (CISM)

The pre-incident education for Critical Incident Stress Management (CISM) prepares employees in decision-making positions to have the necessary tools to act when a critical incident impacts their workplace. This proactive approach will assist in minimizing the stress and anxiety often experienced following a critical incident as well as provides supervisors and managers with information needed to develop a pre-incident plan for their workplace.

State Competency Support:	Offered:
Making Decisions and Solving Problems Establishing and Maintaining Personal Relationships Communicating with Peers, Supervisors and Subordinates	Available Upon Agency Request

COURSES OFFERED

Principles of Effective Leadership

This course creates a foundation for clear and consistent leadership skills. During the session, you will complete a self-assessment that helps you develop an understanding of your own leadership style. The results of this self-assessment will be used to help you customize your leadership style to specific situations and individuals. You also will acquire new tips to motivate and inspire your team.

State Competency Support:	Offered:
Guiding, Directing and Motivating Subordinates	Friday, May 29 at 4200 Surface Road, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Professional Boundaries

This training provides essential information about the professional boundaries and potential damaging effects that result when boundaries are violated. Complete with videos and learning activities to stimulate discussion about the issues of crossing the lines.

State Competency Support:	Offered:
Making Decisions and Solving Problems Resolving Conflicts and Negotiating With Others	Available Upon Agency Request

*Redirecting to Improve Performance (Offered to Exempt Employees)

Every manager faces challenging employee behaviors at some point in his or her career. Unfortunately, these tough conversations are unavoidable and need to be conducted with finesse, skill and an understanding of what is legal. When tough conversations are poorly managed you risk alienating workers and increase your risk for an employee lawsuit.

Attend this interactive session to receive techniques to take the stress out of tough employee discussions and guide employees back on the right performance track.

State Competency Support:	Offered:
Coaching and Developing Others Guiding, Directing and Motivating Subordinates Communicating with Supervisors, Peers and Subordinates Resolving Conflict and Negotiating With Others	Available Upon Agency Request



COURSES OFFERED

Responding to Conflict

Conflict is present in all aspects of our lives. Some people seem to thrive on it. Some try to run from it. However, the trick is to learn how to manage it effectively. How you respond to conflict and stress can make a positive or negative impression on those around you. Finding positive ways to handle stress and conflict can not only make life easier, it could actually make you live longer! Stay tuned, you'll see.

State Competency Support:	Offered:
Resolving Conflicts and Negotiating With Others Establishing and Maintaining Personal Relationships Making Decisions and Solving Problems	Available Upon Agency Request

SPAN – Strategic Partnerships, Alliances and Networking

We recognize the importance of getting things done with people (and not through people), but what are the best ways to go about establishing partnerships to enable goals to be reached on a larger scale?

Lay the foundation for more strategic relationships in this highly interactive workshop. Develop creative ways to establish rapport through customer-focused relationships. Structured experiences and application activities provide opportunities to develop skills that improve your effectiveness.

State Competency Support:	Offered:
Establishing and Maintaining Relationships Communicating with Supervisors, Peers and Subordinates Communicating with People Outside of the Organization Performing for or Working Directly With the Public	Thursday, May 14 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

Strategic Planning and Thinking

What ensures the long-term success of an organization or program? Nothing! However, it has been proven that organizations, divisions and departments that develop a serious strategic plan have a significant edge in being successful over those that don't.

This program identifies the elements of an effective strategic planning model, gives you the tools to discover your strengths, weaknesses, opportunities and threats when setting a strategic vision and helps you avoid common pitfalls that derail strategic plans.

State Competency Support:	Offered:
Organizing, Planning and Prioritizing Work Scheduling Work and Activities	Tuesday, April 28 at Rhodes Tower, 8:30 a.m. to 4 p.m. Available Upon Agency Request

COURSES OFFERED

Stress: Putting it to Rest

Stress can trigger anxiety and depression or it can motivate and inspire. This training examines the positives and negatives along with suggestions for controlling worry, frustration, inaction, compulsiveness, irrational thinking and failure.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Wednesday, April 29 at Rhodes Tower, 9 to 11 a.m. or Thursday, June 11 at Rhodes Tower, 1 to 3 p.m. Available Upon Agency Request

Suicide Awareness and Prevention

Would you like to know the warning signs, myths and the impact of suicide on the family and society as well as increase your knowledge? This training provides resources and tools for preventing suicide.

State Competency Support:	Offered:
Making Decisions and Solving Problems Communicating with People Outside of the Organization Resolving Conflicts and Negotiating With Others	Available Upon Agency Request

Supervisor / Union Referral Training

This contractually mandated course (Article 20 SEIU 1199 and Article 37 OCSEA) will teach supervisors and union representatives techniques on how to refer employees to the Ohio Employee Assistance Program (OEAP) and includes information about the importance of early intervention. The OEAP Participation Agreement and other OEAP services are discussed in this training.

State Competency Support:	Offered:
Customer Focus (Statewide Competency) Making Decisions and Solving Problems Guiding, Directing and Motivating Others	Available Upon Agency Request



COURSES OFFERED

Team Effectiveness

This fast-paced course uses activities to illustrate the mechanisms that engage you to perform your best in a team setting. During this course, you will learn information that impacts how you work with other people. Application of this information can lead to enhanced trust between team members and serve as a foundation for positive responses during periods of change.

State Competency Support:	Offered:
Developing and Building Teams	Available Upon Agency Request

Temperature's Rising: Lessons in Anger Management

From irritability to rage, insults to abuse, incidents of inappropriately expressed or poorly addressed anger abound. Anger can surround us in the workplace, in our homes and in our travel. This program will provide a framework for understanding anger and tools that can be used to address anger in a healthy, positive manner. An overview of the Ohio Employee Assistance Program (OEAP) will be provided.

State Competency Support:	Offered:
Making Decisions and Solving Problems	Available Upon Agency Request

Time Mastery

Time Mastery provides each learner a complete, self-directed assessment of current time management effectiveness using the nationally recognized Time Mastery Profile. Learners will become more aware of their time management behaviors and what skills are needed for improvement. This information will be used to develop strategies to improve skill gap areas and create an action plan for enhancing time management.

State Competency Support:	Offered:
Coordinating the Work Activities of Others Organizing, Planning and Prioritizing Work Scheduling Work and Activities	Thursday, April 23 at Rhodes Tower, 8:30 a.m. to 4 p.m. or Friday, June 26 at 4200 Surface Road, 8:30 a.m. to 4 p.m. Available Upon Agency Request

COURSES OFFERED

Understanding Alzheimer’s Disease and Related Dementias

It is extremely painful to watch people we love lose their memory, engage in uncharacteristic behavior and lose their ability to recognize us. As they manifest these symptoms of dementia or Alzheimer’s disease, we offer help as we can — but we often end up feeling helpless and powerless. This training program can help us gain a better understanding of these conditions, discover what treatments are available and explore the impact on the family.

State Competency Support:	Offered:
Getting Information Assisting and Caring for Others	Available Upon Agency Request

Workplace Violence and Bullying

Workplace violence can include bullying, hostility, threats, intimidation and revenge. This training provides you with a better understanding of common causes, early warning signs, and prevention and intervention services available through the Ohio Employee Assistance Program (OEAP).

State Competency Support:	Offered:
Developing and Building Teams Selling or Influencing Others	Tuesday, April 21 at Rhodes Tower, 1 to 3 p.m. or Thursday, June 25 at Rhodes Tower, 9 to 11 a.m. Available Upon Agency Request

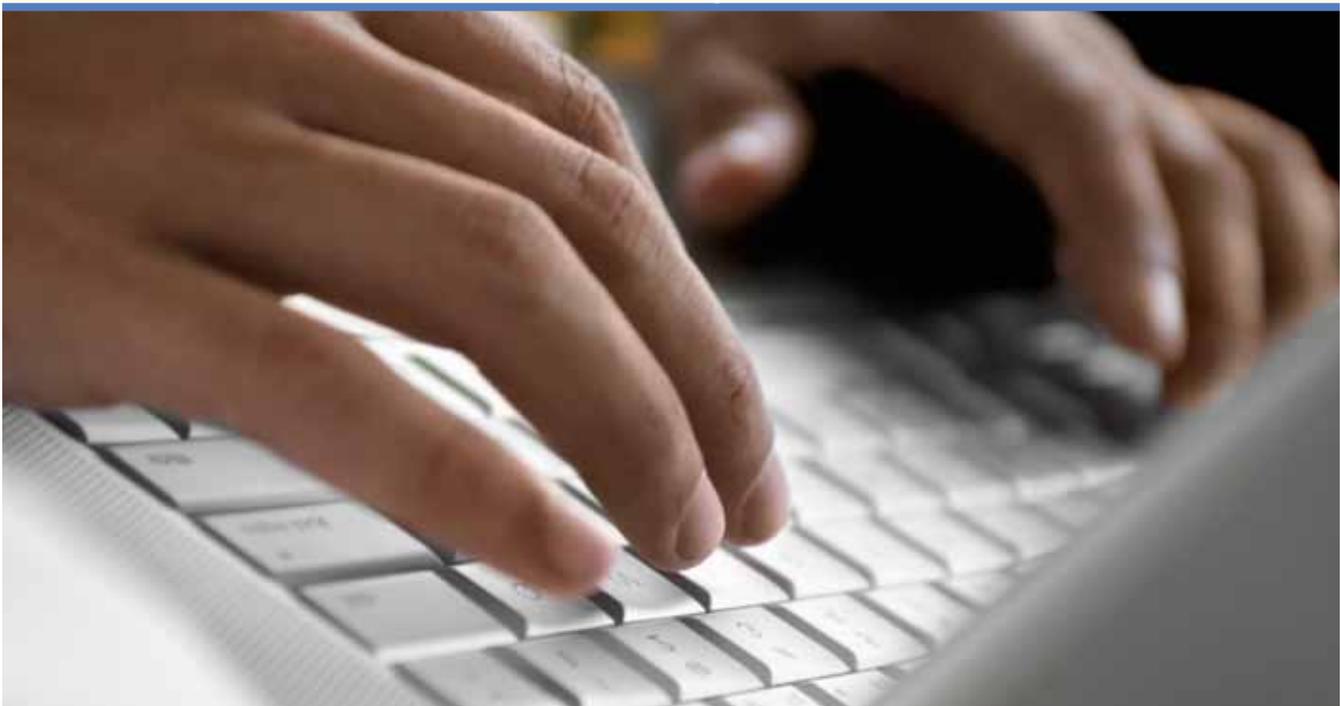


COURSES OFFERED

Workplace Violence Prevention

Workplace violence can include bullying, hostility, threats, intimidation and revenge. This training provides you with a better understanding of common causes, early warning signs, and prevention and intervention services available through the Ohio Employee Assistance Program (OEAP).

State Competency Support:	Offered:
Establishing and Maintaining Personal Relationships Resolving Conflicts and Negotiating With Others Making Decisions and Solving Problems	Available Upon Agency Request



*Writing and Giving a Performance Review (Offered to Exempt Employees)

Do you dread writing and giving a performance review? If so, you are not alone. Managers and employees everywhere have come to dread the performance review process, but it does not have to be this way.

Attend this supervisor- and manager-focused interactive session to obtain tips and advice on making the performance review process easier on both you and your employees.

State Competency Support:	Offered:
Coaching and Developing Others Guiding, Directing and Motivating Subordinates Communicating with Supervisors, Peers and Subordinates	Available Upon Agency Request

LEARN IT OHIO TRAINING ON DEMAND 365/24/7

What is Learn It Ohio?

Learn It Ohio is the State of Ohio's online learning portal. It is training on-demand and an on-the-job support tool that will enhance the user's business and technical skills. Accelerate your career with e-Learning any time of the day or night, 365/24/7. Leverage the different features of the online learning portal to find the resources you need to create a customized learning plan.

Who can access Learn It Ohio?

All State of Ohio exempt employees with agencies participating in the Office of Learning and Professional Development's Employee Professional Development Fund as well as all State of Ohio IT professionals can access Learn It Ohio.

What's new for Learn It Ohio?

Learn It Ohio has recently upgraded to Skillport 8 which features friendly, intuitive content in a highly visual format. The new portal is easily accessible from anywhere and from any Web-enabled device. Whether the learner is trying to answer a question, learn a new skill or develop professionally, Learn It Ohio is an easy and convenient training tool.

How do I access Learn It Ohio?

To access Learn It Ohio courses and resources, Oracle Java Runtime Environment (JRE) is required for Skillsoft content to function normally within your browser. To upgrade your JAVA software, click here: http://java.com/en/download/ie_manual.jsp?locale=en. Learn It Ohio is best viewed using the following browsers:

- Windows Internet Explorer: Version 9 or later;
- Firefox: Version 21 or later;
- Mac OS X; or
- Safari: 5.1.8 or later.

To access the Learn It Ohio courses and resources on Pages 28 to 31, follow these steps:

1. Log on to: <https://learnitohio.skillport.com>
2. Enter username: Enter your State of Ohio User ID
3. Enter the password: welcome (not case sensitive)

After your first login, you will be asked to change your password and to create a security question/answer. Your password must be at least eight characters long, include at least four letters and four numbers.

If you require technical assistance, please contact:
DASLearnItOhio@das.ohio.gov



COMPETENCIES AND LEARN IT OHIO LINK	DEFINITION
Analyzing Data or Information	Identifying the underlying principles, reasons or facts of information by breaking down information or data into separate parts.
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support or other personal care to others such as patients or inmates (as part of assigned job duties).
Coaching and Developing Others	Identifying the developmental needs of others and coaching, mentoring or otherwise helping others to improve their knowledge or skills.
Communicating With People Outside the Organization	Communicating with people outside of the organization (agency), representing the organization (agency) to customers, the public, government (federal, other state or local) and other external sources. Information can be exchanged in person, in writing (electronic or hard copy), or by telephone or email.
Communicating With Supervisors, Peers and Subordinates	Providing information to supervisors, coworkers (peers) and subordinates (staff) by telephone, in written form (electronic or hard copy) or in person.
Controlling Machines and Processes	Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
Coordinating the Work Activities of Others	Getting members of a group to work together to accomplish tasks.
Customer Focus	Customer Focus is required for use in all State of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

COMPETENCIES AND LEARN IT OHIO LINK	DEFINITION
Developing and Building Teams	Encouraging and building mutual trust, respect and cooperation among team members.
Developing Objectives and Strategies	Establishes long-range objectives and specifies the strategies and actions to achieve them.
Documenting/Recording Information	Entering, transcribing, recording, storing or maintaining information in written or electronic/magnetic form.
Drafting, Laying Out and Specifying Technical Devices, Parts and Equipment	Providing documentation, detailed instructions, drawings or specifications to tell others about how devices, parts, equipment or structures are to be fabricated, constructed, assembled, modified, maintained or used.
Establishing and Maintaining Interpersonal Relationships	Developing constructive and cooperative (professional) working relationships with others and maintaining them over time.
Estimating the Quantifiable Characteristics of Products, Events or Information	Estimating sizes, distances and quantities; or determining time, costs, resources or materials needed to perform a work activity.
Evaluating Information to Determine Compliance with Standards	Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
Getting Information	Observing, receiving and otherwise obtaining information from all relevant sources.
Guiding, Directing and Motivating Subordinates	Providing guidance and direction to subordinates (staff), including setting performance standards and monitoring performance.
Handling and Moving Objects	Using hands and arms in handling, installing, positioning and moving materials, and manipulating things.
Identifying Objects, Actions and Events	Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
Inspecting Equipment, Structures or Materials	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Interpreting the Meaning of Information for Others	Translating or explaining what information means and how it can be used by others.

COMPETENCIES AND LEARN IT OHIO LINK	DEFINITION
Judging the Qualities of Objects, Services or People	Assessing the value, importance or quality of things or people.
Making Decisions and Solving Problems	Analyzing information and evaluating results to choose the best solution and solve problems.
Monitoring and Controlling Resources	Monitoring and controlling resources and overseeing the spending of money.
Monitoring Processes, Materials or Surroundings	Monitoring and reviewing information from materials, events or the environment to detect or assess problems.
Operating Vehicles, Mechanized Devices or Equipment	Running, maneuvering, navigating or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft or watercraft.
Organizing, Planning and Prioritizing Work	Developing specific goals and plans to prioritize, organize and accomplish work.
Performing Administrative Activities	Performing day-to-day (routine) administrative tasks such as maintaining information files and processing paper-work.
Performing for or Working Directly With the Public	Performing for people or dealing directly with the public. This includes serving customers and receiving clients or guests (applicants, consumers, dependents, patients, inmates, recipients).
Performing General Physical Activities	Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stopping and handling of materials.
Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing or verifying information or data.
Providing Consultation and Advice to Others	Providing guidance and expert advice to management or other groups on technical, systems- or process-related topics.
Repairing and Maintaining Electronic Equipment	Servicing, repairing, calibrating, regulating, fine-tuning or testing machines, devices and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

COMPETENCIES AND LEARN IT OHIO LINK	DEFINITION
Repairing and Maintaining Mechanical Equipment	Servicing, repairing, adjusting and testing machines, moving parts and equipment that operate primarily on the basis of mechanical (not electronic) principles.
Resolving Conflicts and Negotiating With Others	Handling complaints, settling disputes and resolving grievances and conflicts, or otherwise negotiating with others.
Scheduling Work and Activities	Scheduling events, programs and activities as well as the work of others.
Selling or Influencing Others	Convincing others to buy merchandise/goods (use services) or otherwise changing their mind or actions.
Staffing Organizational Units	Recruiting, interviewing, selecting, hiring and promoting employees in an organization.
Thinking Creatively	Developing, designing or creating new applications, ideas, relationships, systems or products, including artistic contributions.
Training and Teaching Others	Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
Updating and Using Relevant Knowledge	Keeping up-to-date technically and applying new knowledge to the job.
Working with Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data or process information.



OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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 **EAP**
OHIO EMPLOYEE
ASSISTANCE PROGRAM