Workforce Development Initiative (part 5 of a 9 part series)
From Statewide Training, Development & Recruitment Services

On-Boarding

Why is providing a unifying and engaging new employee on-boarding experience a value for Oregon citizens?

Ensuring that every new state employee has a positive first impression of government service, the citizens of Oregon can count on:

- ✓ A sustainable state government workforce.

- ✓ Employees committed from day one to providing the highest quality products and services.

- ✓ A state government culture that represents the values of the citizens it serves.

- ✓ A workforce that understands expectations and standards for service delivery.

- ✓ Dedicated and inspired service to Oregonians.

What is it?

A new employee's initial experience in the workplace is critical in setting their level of engagement in and commitment to the organization as well as their investment in their ongoing professional career with state government.

On-boarding is an organizational approach and process by which new employees are introduced to the culture and values of the organization. The employer creates the highest likelihood for success and a sense of belonging for the new employee through formal and informal venues, processes, and opportunities.

How can we help? We will provide:

Venues that are welcoming and inclusive and showcase our vital, diverse work culture, such as:
- Welcome packages for all new employees
- New employee orientation that includes:
  - State government overview
  - Culture and values
  - Public service ethics
  - Employee expectations
  - Career planning

A positive first impression and ongoing career development and support

What can you expect? Results include:

Engaged employees dedicated to public service and the mission of their agency, from day one

Sense of belonging that will lead to greater satisfaction and retention

One unified state voice that supports employees' success and ensures a more effective workforce

Consistent workplace standards and performance outcomes

In partnership,

Jennifer Lara

Jennifer Lara
Statewide Training, Development & Recruitment Manager

Project Management: Certification Program and Continuing Education

The Oregon Project Management Certification Program (OPMCP), Group 16
This course is designed to develop leaders in the project management field. With the complexity of work increasing, our time to complete projects decreasing, and public expectations rising, excellent project management will be the key to our future success. This program includes 6 training classes (modules) over a 5 month period. Each group will have 24 students who will together, attend classes and participate in team activities.
Dates: **October 13, 2008 – February 11, 2009**
Cost: $2,800

Coming Soon:
- PMP Exam Preparation: **Nov. 24 – 25**
- Creating High Performance Teams: **Dec. 29 – 30**

All of these courses will be offered periodically throughout the year. Watch our web site for more dates!

[Project Management Courses](#)

Leadership & Management Development Series (MDS) Courses

Domestic Violence in the Workplace
On February 1, 2008 DAS HRSD issued State HR Policy 50.010.04 Workplace Effects of Domestic Violence, Sexual Assault and Stalking. This policy was developed to implement the Governors Executive Order 07-17 Domestic Violence in the Workplace. The policy requires that all current managers, supervisors, and human resource staff receive training on the characteristics of domestic violence, sexual assault and stalking; and applicable laws, policies and procedures.

This class covers the legal requirements of each law, explains how they interrelate, and shows you how to see the "big leave picture" when considering a leave request. This class also includes a discussion by a victim's service provider about domestic violence, sexual assault, and stalking.
Dates: **September 22 & October 7, 2008**
Cost: Free

MDS – Developmental
This two day introductory course is designed to acquaint participants with skills needed to be effective managers or supervisors.
Dates: **October 15 – 16, 2008**
Cost: $140

MDS Elective: Collaboration and Building Partnerships
Some management work can be achieved by a manager working alone. A lot of management work can benefit from a manager collaborating and working with others. In some cases, successful results require a collaborative effort. In this course, through activities, discussions, and exercises, participants will have an opportunity to explore the what, how, and why, of building and using collaborative relationships with others to achieve results. It will provide participants with a guide to collaborative processes that they can apply immediately back on the job.
Dates: **October 23, 2008**
Cost: $35

MDS Elective: Managing the Multi-generational Workforce
The current U.S. workforce is the first time four generations have ever worked side by side. During this half-day workshop we will examine the challenges and provide practical tools that can be used immediately in managing the 21st Century workforce in state government.
Dates: **October 22, 2008**
Cost: $35

MDS - New-to-State
This one day course provides seasoned managers the information and tools they need to transition their prior experience to the state government environment.
Dates: **October 29, 2008**
Cost: $70

Situational Leadership®
This course provides managers and supervisors with a complete understanding of Situational Leadership® concepts and use of the model. The course is taught with particular emphasis on hands-on experience at diagnosing situations and practical real-life applications.
Dates: **October 28, 2008**
Cost: $150

Coming Soon:
- MDS Foundational – Part A: **Nov. 4-6**
- Domestic Violence in the Work Place: **Nov. 5**
- Modeling Effective Leadership: **Nov. 6**
- Domestic Violence in the work Place: **Nov. 17**
- MDS Foundational – Part B: **Nov. 18-20**

[Management Courses](#)

Professional Development Courses

Celebrate What's Right with the World

We're facing a lot of challenging situations in the workplace today. It can be overwhelming. It can also be easy to become negative. A negative outlook interferes with both personal satisfaction and effective performance on the job. This workshop is built around a 20-minute video by Dewitt Jones. It shows how refocusing on the positives provides the outlook and means to solve problems, stay motivated, and be productive. This class provides students with an edge to achieve greater job (and life) productivity, effectiveness, and satisfaction. Students will have the opportunity to review seven key concepts and examine how to apply them in their own work (and life) situations. Dates: **September 11, 2008**
Cost: $35

FISH! Customer Service

Is this course for you? There are a lot of different aspects to customer service. And there are gobs of training courses out there to help you learn about them and become skillful at them. But you've probably never taken a customer service course quite like this one. If you provide customer service-and who doesn't-and you're ready for a really different spin on the subject, this course has something to offer you.
Dates: **September 23**
Cost: $35

The Fall Leadership Training Road Show
Southern Oregon University , Ashland

- MDS – Developmental
- Creating Your Vision of Leadership
- Conflict Management
- Celebrate What's Right with the World
- Managing the Multigenerational Workforce
- Emotional Intelligence
- Situational Leadership ®
- Emotional Intelligence
- Strength Deployment Inventory (SDI)
- Six Hat Thinking: Organizing Group Thinking

Dates: **October 7-9, 2008**
Cost: $199

Coming Soon:
- Train the Trainer: **Dec. 2 – 9**

Special Training / Workshops:
- **Safer Driver Course**
  - **Sept. 11 & 25**

[Professional Development](#)

Enterprise Learning Management System (ELMS)

Introducing iLearnOregon – state governments learning community!

Since March 2008, DAS HRSD has been leading the effort to implement iLearnOregon to all statewide agencies, boards and commissions.

iLearnOregon is a dynamic online learning and knowledge management tool that integrates general learning management functions (course catalog, registration, enrollments, transcripts and administration) as well as performance management tools such as individual development plans and skill assessments. The statewide implementation project is planned and executed in such a way as to ensure this product will fulfill its expected role as a key tool used to support the state of Oregon's training and workforce development efforts.

Over the past few months, the Enterprise Project Team has been working with the following agencies to prepare for pilots later this year.

- ✓ Parks
- ✓ Revenue
- ✓ Employment
- ✓ Forestry
- ✓ PERS
- ✓ OHCS
- ✓ OLCC
- ✓ ODFW
- ✓ DAS – Divisions
- ✓ Fire Marshal

For a current PDF flyer summarizing the project, click: http://www.oregon.gov/DAS/HR/docs/e-lms/eLMS_FactSheet.doc.
To receive periodic project updates as well as timely discussions on eLearning strategy, please register for the electronic list at: http://listsmart.osl.state.or.us/mailman/listinfo/elms.
For more information, including how your agency can participate in this exciting project, please visit http://www.oregon.gov/DAS/HR/e-lms.shtml or contact:

Theme Grenz
eLMS Project Manager
DAS/HRSD - Training and Development Services
W 503-378-6213|**C** 503-729-2303|**F** 503-378-5731

Technical and Software Training

Access XP/2003 – Introduction
This course focuses on the ability to create relational database systems, enter, edit and delete data in database files, produce information in forms and reports, and generate queries on the data. It is primarily designed for those who wish to use access for data processing.
Dates: **September 16 – 17, 2008**
Cost: $238

Access XP/2003 – Advanced Topics
This course aims to provide a number of the more advanced skills available to the experienced Microsoft Access user.
Dates: **October 14 – 15, 2008**
Cost: $298

Adobe – Photoshop (CS2)
Students learn how use several tools to modify photographs. The tools include selecting parts of images, moving, resizing and duplicating images. Also included is the use of layers, applying layering effects and filters to create special effects. The use of painting tools and blending modes to create shading effects and are included in this course. Some of the special effects include lighting and texture effects. Finally, students will learn how to make adjustments in color contrast and balance.
Dates: **September 25 – 26, 2008**
Cost: $405

BrioQuery/Hyperion – Introduction
This class is an introduction to the BrioQuery ad hoc query and reporting program.
Dates: **September 9 & October 1, 2008**
Cost: $138

BrioQuery/Hyperion – Reporting
This class covers the use of the BrioQuery ad hoc query and reporting program for producing printed reports and graphs. Combines instructor-led presentation with a self-paced instruction, discussion, and hands-on exercises.
Dates: **October 21, 2008**
Cost: $138

Crystal Reports XI - Level 1
In this 2-day course, you will learn the essentials of Crystal Reports (for versions XI, 10 and 9).
Dates: **October 29 – 30, 2008**
Cost: $550

Core Java Programming Language
This course covers the topics and concepts required for students to be Java programmers for the Java SE platform. The course teaches students the core object-oriented programming concepts required to effectively learn and adopt the Java Programming language. In addition to learning the language syntax, the students will also be exposed to Unified Modeling Lanugage (UML) and learn the Core Java libraries including: exceptions; collections; file input/output I/O; threaded programming; network programming with java.net; and creating graphical user interfaces (GUIs) with Swing and the Abstract Windowing Toolkit. This course can be delivered on the following platforms: Java 2 1.4, Java 5 and Java SE 6. The students can use their development environment of choice, however, we recommend IntelliJ or Eclipse.
Dates: **October 6 – 10, 2008**
Cost: $1320

Desktop Support Technician Training Certification
HDIs Desktop Support Technician course is designed specifically for IT support professionals who spend much of their day visiting customers with problems at their workstations or home office. This two-day course focuses on understanding and utilizing key support center processes and concepts to improve overall support operations, as well as customer service and interpersonal skills that improve the customers experience.
Dates: **September 10 – 11, 2008**
Cost: $1350

Excel XP/2003 – Introduction
Excel XP/2003 Introduction is designed to give students the skills they need to set-up and design basic worksheets, use mathematical formulas and functions, format and edit worksheet information and print worksheets.
Dates: **September 16 & October 28, 2008**
Cost: $119

Excel XP/2003 – Advanced Topics A
Excel XP/2003 Advanced Topics A will show students how to take advantage of some of the more advanced features in Excel.
Dates: **September 23, 2008**
Cost: $119

Excel XP/2003 – Advanced Topics B
Excel XP/2003 Advanced Topics B will show students how to take advantage of some of the more advanced features in Excel.
Dates: **September 10, 2008**
Cost: $119

Excel 2007 – Introduction

Excel 2007 Introduction is designed to give students the skills they need to set-up and design basic worksheets, use mathematical formulas and functions, format and edit worksheet information and print worksheets.

Dates: **September 25, 2008**
Cost: $155

HTML Level 1 - Basic Page Creation

Full-day workshop using a combination of lecture and hands-on exercises to teach the topics shown below. This course is designed for all Microsoft Office software users.

Dates: **September 22, 2008**
Cost: $150

Microsoft Project 2003

This course has been designed to give course participants new to Project 2003 a thorough working knowledge of the program. Over 2 days, course participants are introduced to the software and terminology used, and they are taught to use, create and maintain a project plan including managing resources.

Dates: **October 2 – 3, 2008**
Cost: $375

Outlook 2003 – Introduction

Outlook Introduction is designed for people new to Microsoft Outlook but with previous computer experience. The emphasis is on hands-on learning the capabilities of Microsoft Outlook. This is an overview class that will provide the learner with basic navigational skills and familiarity with Outlook features.

Dates: **October 22, 2008**
Cost: $75

Outlook 2003 – Beyond the Basics

This course is designed for people with previous Outlook Experience who want to use Outlook for more than just email.

Dates: **October 22, 2008**
Cost: $75

SPSS – Introduction – version 15

Get up to speed in SPSS quickly and easily in this two-day course. The course guides you through the fundamentals of using SPSS for typical data analysis process. Learn the basics of read data, data definition, data modification, and data analysis and presentation of your results. See how easy it is to get your data into SPSS so that you can focus on analyzing the information. In addition to the fundamentals, learn shortcuts that will help you save time.

Dates: **September 9 – 10, 2008**
Cost: $776

Service Oriented Architecture and Web Services

Service Oriented Architecture (SOA) has become a solution for more and more technical groups trying to create consistent solutions throughout an organization. The emergence of web services, an important technology, has made it easier to enable SOA and has opened up new opportunities for integrating software within and across organizations. Those who find success using web services and SOA will be those who understand the technology fundamentally: its motivations, the reasons why some components are winning out over others, and the likely course of maturity. This course cuts through the hype surrounding this new technology and teaches the concepts behind SOA and web services, a detailed understanding of the components that make up web services, as well as techniques and practices for creating organization wide software integration solutions. Students will learn the core competencies in service oriented architecture through detailed lecture and hands-on labs and be introduced to the many topics surrounding the subject.

Dates: **September 29 – 30, 2008**
Cost: $604

SQL Queries Level 1

In this 2-day course, you will learn some uses for the SQL language and how to recognize proper syntax for an SQL statement. You will also learn how to use aggregate functions, column aliases, and mathematical expressions in a query statement. You will learn about the WHERE clause to select specific rows of information from a database, how to search for specific character strings or numeric data in a database. Also, you will learn how to write queries that return both aggregate and non-aggregate information simultaneously and queries that select information from two tables simultaneously. Finally, you will learn how to generate a query and its report using Access.

Dates: **October 13 – 14, 2008**
Cost: $484

SQL Queries Level 2

In this 1-day course, you will learn how to query multiple tables with union and advanced joins. You will also learn how to query with sub queries, add data to a database, change and delete data from a database and create and delete indexes. Additionally, you will learn how to manage how data is altered through the use of transactions, and create and drop databases. Finally, you will learn how to create, use, edit, and delete tables and views.

Dates: **October 28, 2008**
Cost: $242

TeamSite / Web Contribution
This class will introduce the basic concepts and processes required to create and maintain a State agency web page or mini-site utilizing the TeamSite. This class will also introduce basic content management concepts, familiarize students with the TeamSite work environment, and include hands-on instruction for creating, editing, tagging, and submitting web pages through the workflow process.
Dates: **September 30, 2008**
Cost: $65

Word 2007 – Introduction
This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in document: entering text, editing, formatting, and printing will be covered.
Dates: **September 30, 2008**
Cost: $155

Word XP/2003 – Introduction
This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in creating a document: entering text, editing, formatting, and printing will be covered.
Dates: **October 16, 2008**
Cost: $119

Word XP/2003 – Advanced Topics A
This course uses a combination of lecture, hands-on practice, and independent exercises to increase students' skills using Word. The skills needed to perform sophisticated formatting manually and with styles, and to create and use templates and AutoText are covered.
Dates: **October 23, 2008**
Cost: $119

Visio 2003
Learn to use Visio to create several types of diagrams using shapes and templates. Projects include: calendars, directional maps, flow charts, organizational charts, and office layouts. Topics include: Creating and saving drawings, page features and scale, working with shapes, working with text, using templates, and using layers.
Dates: **September 19, 2008**
Cost: $187

Visual Basic .NET Introduction
In this 5-day course, you will learn Visual Basic .NET to create graphical user interface applications. You will learn how to create a user interface in a Windows Forms application. You will also learn how to work with data and variables. Your will learn how to control program flow by writing code that reacts to specific situations and produces the correct results for the situation. You will also learn how to work with classes to define new types of objects. You will learn how to enhance user interface functionality by adding form components. You will also learn how to deploy your application so that it runs on other computers. Finally, you will learn how to create Web applications such as Web Forms and Web Services.
Dates: **October 20 – 24, 2008**
Cost: $1650

Coming Soon:

- Word XP/2003 – Advanced Topics B
- TeamSite/Web Contribution
- Excel XP/2003 – Advanced Topics A
- PowerPoint XP/2003
- Access 2007 Level 1

All of these courses will be offered periodically throughout the year. Watch our web site for more dates!   Technical and Software Training

Contact Us

Need a class but don't see it listed? Let us know what you need and we'll see what we can do. We offer nearly all our computer software classes almost anywhere in Oregon - we can come to you! We also have rooms available for meetings, vendor demonstrations, etc. If you are interested in booking a room please call or email us for rates and availability.

If you have general questions about a class or need to request a course, please contact our Education Coordinators, Kathryn Duncan or Rhea Rodriguez. Contact an instructor if you have a specific question about the class that Kathryn or Rhea can't answer. If you're curious who will be teaching a class, go to our web site and look at the course outline.

Your input is very important to us. Please feel free to contact us with any questions, comments, or concerns.

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M*=Management/Leadership, P*=Professional Development, PM*=Project Management
LO*=Leadership Oregon

S*=Software/Technical, , CM*=Content Management, L*= Legislative Information Notification Update System

ELMS*= Enterprise Learning Management System

Online Registration: http://www.oregon.gov/DAS/HR/training.shtml

Visit Our Web Site:

You can find out more information or register for classes directly online at:
http://www.oregon.gov/das/hr/training.shtml

1. Click on the class series (i.e., "Professional Development", or "Computer" etc.).
2. Click on the title of the class for which you want to register or obtain more information.
3. If you want to register, click on Register for Class and complete the registration form.
4. Click on the "Submit Registration" button, and your confirmation will appear on the screen.
5. Print out your confirmation.
6. You can pay by credit card prior to the class or you will be sent an invoice after the class.

Tell us what you want: We offer different classes every month. If you don't see classes offered that meet your training needs please contact us.

Need To Check Your Registration Status?
http://statetraining.das.state.or.us/training/check.lasso