



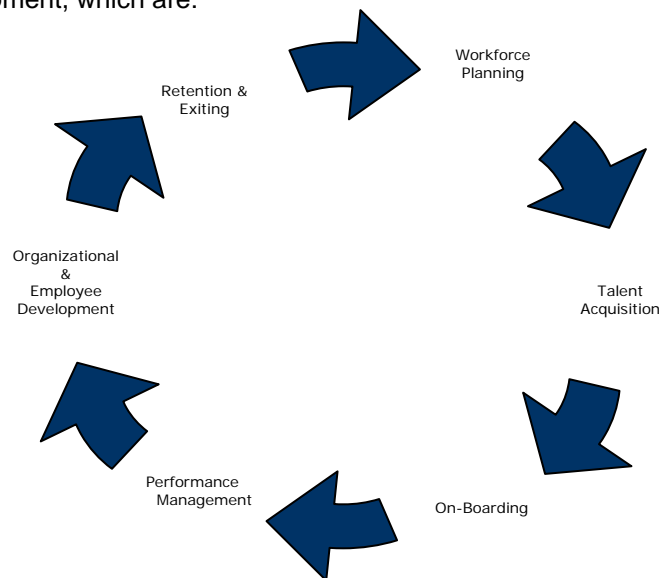
March - April 2008

*Workforce Development Initiative (part 2 of a 9 part series)*  
From Statewide Training, Development & Recruitment Services

## Implement Workforce Development Model

Implementing a cohesive, strategic workforce development service model will provide executive management teams and hiring managers with the framework to analyze, plan for, implement, monitor, evaluate, and improve the system and services that support the development of the state's workforce. It also provides all employees with similar tools at the individual level so that they may analyze, plan for, and carry out meaningful career choices.

Overall, workforce development provides organizations with a strategic basis for making human resource decisions used in short and long range planning. It provides data and tools to anticipate and plan for change rather than being surprised by events, as well as providing processes for addressing present and future workforce needs. There are six major segments in workforce development, which are:



Our goal is to serve as expert consultants in all facets of the Workforce Development Lifecycle in addition to providing tools and materials that are available at employees' fingertips. In the upcoming 6 editions, we will address each facet of the model and paint a high level picture of services and products we plan to deliver, expected outcomes for employees, and the benefit to Oregonians. We are confident that Oregon's citizens will be served by this investment in the state government workforce by benefiting from a diverse, well-qualified, adaptable workforce to serve Oregonians today and for future generations.

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) –

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: **March 17 – July 9, 2008**

Cost: \$2,800

### The Oregon Project Management Certification Program (OPMCP)

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Dates: **June 16 – October 20, 2008**

Cost: \$2,800

### Fast Start in Project Management

This highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

Dates: **March 24 – 26, 2008**

Cost: \$904

### Coming Soon:

- Fast Start in Project Management – **March 24-26, 2008**

**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

### MDS – Developmental

This two day introductory course is designed to acquaint participants with skills needed to be effective managers or supervisors.

Dates: **April 16 – 17, 2008**

Cost: \$140

### MDS – Foundational – Part A

Special Note: The Foundation class has been redesigned and will be presented in a new format starting in January 2008. The class will be presented in two three day blocks (Part A and Part B). You will need to register separately for each part of the Foundational course. Foundational Part B is essentially all \*new\* material and is recommended for people who have previously taken the original three-day Foundational class.

Dates: **March 11 – 13, 2008**

Cost: \$210

### MDS – Foundational – Part B

Special Note: The Foundation class has been redesigned and will be presented in a new format starting in January 2008. The class will be presented in two three-day blocks (Part A and Part B). You will need to register separately for each part of the Foundational course. Foundational Part B is essentially all \*new\* material and is recommended for people who have previously taken the original three day Foundational class.

Dates: **March 25 – 27, 2008**

Cost: \$210

### 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: **April 9, 2008**

Cost: \$70

## Leadership & Management Development Series (MDS) Courses Cont.

### 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: **April 22, 2008**

Cost: \$150

### Coming Soon:

- MDS Min-Level – **June 24-25, 2008**

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

[Management Courses](#)

## Professional Development Courses

### Conflict Management

This class provides students with an opportunity to review key concepts and skills for effectively resolving conflict situations on the job.

Dates: **April 9, 2008**

Cost: \$35

### Interpersonal Communication

How will you benefit? This course provides an opportunity to review and practice key concepts and skills for effective interpersonal communication on the job.

Dates: **March 13, 2008**

Cost: \$35

### Teamwork: Learning from Experience

This class reviews the key factors that contribute to team performance and satisfaction. Students assess the influence of these factors in hands-on team activities, and discuss their application to "real world" work teams. As a result, students leave with a tool to help enhance team performance on the job.

Dates: **March 20, 2008**

Cost: \$35

### Train the Trainer

Is this course for you? Does your job sometimes give you the opportunity to train or make presentations in front of groups? If so, this course is for you. It is designed for people who have program, technical, or management responsibilities, but who are occasionally called upon to train or make presentations.

Dates: **April 15 – 24, 2008**

Cost: \$210

### 2008 State or Oregon Training Summit

DAS Statewide Training and Staff Development are excited to announce the 2008 State of Oregon Training Summit: Connecting Our Training Communities. This year's summit will be held May 7 - 8, 2008 at the Salem Conference Center in downtown Salem, Oregon. The State of Oregon Training Summit is a once a year opportunity for trainers from across the public sector to gather to network, gain new skills, and learn about what is happening in other agencies.

Now in its third year, the State of Oregon Training Summit is set to be bigger and provide more learning opportunities for trainers of all levels. Participants will be able to choose from 12 concurrent workshops to attend, learn from peers in trainer forums, and hear from the preeminent voice on generational diversity, Jason Ryan Dorsey.

Register now as the Summit always fills quickly!

Dates: **May 7 – 8, 2008**

Cost: \$125

### Coming Soon:

- Train the Trainer – **June 17 – 26, 2008**

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

[Professional Development](#)

# Enterprise Learning Management System (ELMS)

## Enterprise Learning Management (ELMS)

An LMS is a dynamic online learning and knowledge management system that integrates general learning management functions (course catalog, registration, enrollments, transcripts and administration) as well as advanced tools such as knowledge mapping, collaboration and performance management. Managed through HRSD, the Enterprise Learning Management System (ELMS) project is an extremely exciting state-wide initiative. Over the next 2 years, state agencies will manage all learning operations using one software solution.

Dates: **Coming Soon**

Cost: Free

## 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: **March 12-13, 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: **March 11-12, 2008**

Cost: \$298

### 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: **April 17-18, 2008**

Cost: \$298

### Adobe Acrobat 7.0 Introduction & Advanced

Students will learn to use Adobe Acrobat Professional to create and modify PDF files and learn to use advanced features of Adobe Acrobat Professional to create PDF documents.

Dates: **March 19-20, 2008**

Cost: \$405

### BrioQuery/Hyperion Introduction

This class is an introduction to the BrioQuery ad hoc query and reporting program.

Dates: **March 14, 2008**

Cost: \$138

### Expression Web

This course is intended for students who want to create web pages and websites in a graphical application. In this course, students will create a website using Microsoft Expression Web.

Dates: **April 3, 2008**

Cost: \$195

### 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: **March 20, 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: **March 25, 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: **March 11, 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: **April 1, 2008**

Cost: \$119

## Technical and Software Training Cont.

### **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: **March 19, 2008**

Cost: \$138

### **Expression Web**

This course is intended for students who want to create web pages and websites in a graphical application. In this course, students will create a website using Microsoft Expression Web.

Dates: **March 10, 2008**

Cost: \$195

### **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: **April 14, 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: **April 14, 2008**

Cost: \$75

### **PowerPoint XP/2003**

PowerPoint XP/2003 is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output. In this course the reader will learn about PowerPoint basics, creating a presentation, enhancing a presentation, adding visual interest to your presentations and managing your presentation.

Dates: **March 27, 2008**

Cost: \$119

### **SPSS Introduction**

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: **March 4-5, 2008**

Cost: \$955

### **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: **April 29, 2008**

Cost: \$155

### **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: **March 25-26, 2008**

Cost: \$375

### **SPSS Data Management and Manipulation**

The focus of this two-day course is on the use of a wide range of transformation techniques, ways to automate your work, manipulate your data files and results, and send your output to other Windows applications. You will gain an understanding of the various options for operating SPSS and how to use syntax to perform data transformations efficiently.

Dates: **March 6-7, 2008**

Cost: \$955

### **SPSS Working with Syntax – Basics**

This two-day course, designed for current SPSS users of the graphical user interface, introduces you to the Syntax language on which SPSS is based. You will learn the rules of SPSS syntax, how to generate, write and modify it, and how syntax is used to facilitate repeated SPSS analyses and perform operations not available through SPSS dialog boxes.

Dates: **April 1-2, 2008**

Cost: \$955

### **SPSS Programming – Intermediate**

This two-day course, designed for experienced users of SPSS syntax, introduces you to the various programming features of SPSS. You will learn the capabilities of each language and when each is the best solution for applications common to SPSS users. Advanced SPSS syntax, SPSS macros, SPSS scripting, and new SPSS 14 programmability and the Graphics Procedure Language (GPL) will be introduced.

Dates: **April 3-4, 2008**

Cost: \$955

## Technical and Software Training Cont.

### **SPSS – Advanced Statistical Analysis**

In this three-day seminar you will consider in depth some of the more advanced statistical procedures that are available in SPSS. You'll take a look at several advanced statistical techniques and discuss situations when each may be used, the assumptions made by each method, how to set up the analysis using SPSS and how to interpret the results.

Dates: **April 15-17, 2008**

Cost: \$1383

### **Windows Vista**

In this course, students will familiarize themselves with the basics of personal computers, customize Windows Vista, and manage file and folders. They will also work with simple tools and browse the Internet.

Dates: **April 3, 2008**

Cost: \$195

### **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: **April 3, 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: **March 26, 2008**

Cost: \$119

### **Word XP/2003 – Advanced Topics B**

In this course, students will increase the complexity of documents by adding components such as customized lists, tables, charts, and graphics.

Dates: **April 2, 2008**

Cost: \$119

### **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: **April 30, 2008**

Cost: \$155

### **Coming Soon:**

- Office 2007 Transition – **May 1, 2008**

**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.

## Statewide Training and Development Services Staff

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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>