*Workforce Development Initiative (part 4 of a 9 part series)*
From Statewide Training, Development & Recruitment Services

# Talent Acquisition

**Why is talent acquisition a value added initiative for Oregon citizens?**

By acquiring talent, our state citizens benefit from:

- ✓ The high quality results of a proactive and diversified recruiting effort.

- ✓ Knowing they will receive customer service from a highly skilled and qualified workforce that will understand their needs.

- ✓ Assurance that services and products to Oregonians are provided by a talented workforce who appreciates, respects, and values citizens.

- ✓ Confidence that recruitment and selection processes are fair and equitable.

**What is it?**

Recruiting and selecting people with the right skills, at the right time, to fill the right position for the organization. This is accomplished through effective marketing, outreach and selection based on analysis and planning that incorporates requisite skills, competencies, diversity, cultural competency, and changing demographics.

The process involves the sourcing and hiring of individuals that ensures a focus on the agency's mission and values and encourages hiring for the organization – not just the vacancy.

**How can we help? We will provide:**

Recruitment module of iMatchSkills® that
- Enables on-line application submission
- Increases communication with applicants and hiring managers
- Increases quality and quantity of applicants
- Improves reporting capabilities

Strategies and innovative programs to develop qualified applicant pools

Analysis and evaluation of data from AA/EEO reports along with recruitment strategies to reach our goals

Training on selection tools and methods

Total package of web-based and in person career fairs

**What can you expect? Results include:**

- Well qualified workforce that reflects the Oregon labor force
- Increase in the quantity and quality of job applicants
- Positive perception of the state as a viable employer
- Improved satisfaction of jobseekers and managers with the overall recruitment process
- Sustainable, skilled workforce to carry out the business of state government

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 15**
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: **September 3, 2008 – January 7, 2009**
Cost: $2,800

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

Project Management Courses

**The Oregon Project Management Certification Program (OPMCP), Group 13**
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: **September 8, 2008 – January 5, 2009**
Cost: $2,800

**Coming Soon:**
- OPMCP, Group 16: **Oct. 13 – Feb. 11**
- Project Management Exec Overview: **Sept. 23**
- PMP Exam Preparation: **Sept. 24 – 25**
- Fast Start in Business Systems Analysis: **Oct. 1 – 3**
- Fast Start in Project Management: **Oct. 8 – 10**
- Survival Skills for Analysis: **Oct. 23 – 24**
- Advanced Project Leadership: **Oct. 30 – 31**
- Mastering the Requirements: **Nov. 19 – 21**
- Analysis Simulation: **Dec. 22 – 23**
- Creating High Performance Teams: **Dec. 29 – 30**

# Leadership & Management Development Series (MDS) Courses

**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: **July 8 – 10, 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: **July 29 – 31, 2008**
Cost: $210

**Coming Soon:**
- Position Description: **Sept. 24**
- Performance Appraisals: **Sept. 24**
- Effective Meetings: **Sept. 25**

Management Courses

**Modeling Effective Leadership**
In this course, participants will have an opportunity to explore and develop their leadership effectiveness. Through structured viewing and discussion of video case studies (movie clips), they will identify and analyze key dimensions of effective leadership and their relevance in the real world of state government.
Dates: **August 28, 2008**
Cost: $35

**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: **July 16, 2008**
Cost: $150

**Coming Soon Continued:**
- MDS – Developmental: **Aug. 26 – 27**
- MDS – New to State: **Oct. 29**
- MDS – Developmental: **Oct. 15**
- MDS – Foundational – Part A
- MDS – Foundational – Part B
- MDS – Mid-Level: **Oct. 22 – 23**
- Situational Leadership: **Oct. 28**

# Professional Development Courses

## Conflict Management
This class provides participants with knowledge and tools to help them analyze, discuss, and resolve conflicts with others in a cooperative and respectful manner.
Dates: **August 7, 2008**
Cost: $35

## Plain Language Plus – Writing for Easy Reading
Effective communication is essential for success in any organization. This includes written communication. In government, we communicate a great deal with writing. We write to different audiences, for different reasons, using different formats. Despite these differences, we share a common goal: To make what we write quick and easy for our readers to understand. When this happens, we support their success and our success.
Dates: **July 10, 29 & 30, August 5 & 27, 2008**
Cost: $35

[Professional Development](Professional Development)

## 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: **July 22 – 31, 2008**
Cost: $210

## Coming Soon:
- Plain Language Plus: **Sept. 4**
- Celebrate What's Right with the World: **Sept. 11**
- FISH! Customer Service: **Sept. 23**
- Train the Trainer: **Dec. 2 – 4**

## Special Training / Workshops:
- **Safer Driver Course**
  - **July 10 & 24**
  - **Aug. 28**
  - **Sept. 11 & 25**

# 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: **July 16 – 17, July 17 – 18, Aug. 26 - 27**
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: **August 13 – 14, 2008**
Cost: $298

**Adobe InDesign CS2 – Introduction**
Students learn to produce quality publications using professional page layout concepts. Topics include: placing graphics and text, design issues, creating special effects, using styles, master pages, columns, table of contents, and composition issues. Exercises include creating flyers, greeting cards, business cards, brochures, and newsletters.
Dates: **August 25 – 26, 2008**
Cost: $405

**BrioQuery/Hyperion – Introduction**
This class is an introduction to the BrioQuery ad hoc query and reporting program.
Dates: **August 5, 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: **July 24 & August 21, 2008**
Cost: $138

**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: **July 29 & August 7, 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: **August 6, 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: **July 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: **July 23, 2008**
Cost: $155

**Excel 2007 – Advanced Topics A**
This course is designed for individuals who want to create complex formulas and functions within Excel. Participants will learn create functions using nonadjacent cells, link spreadsheets and workbooks, use functions such as pmt and vlookup, basic concatenation techniques, and how to create an easy to use spreadsheet.
Dates: **August 19, 2008**
Cost: $155

**Excel 2007 – Advanced Topics B**
This course is designed for individuals with strong Excel experience who want to create custom forms with simple macros.
Dates: **August 21, 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: **August 11 – 12, 2008**
Cost: $375

**Office 2007 Transition**
Students completing this course will understand the new Office 2007 interface and the key improvements of Office program. Students taking this class should have a solid foundation in a previous Office version.
Dates: **July 24, 2008**
Cost: $75

**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: **August 15, 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: **August 15, 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: **July 23, 2008 & August 28, 2008**
Cost: $119

**SPSS – Syntax (version 15)**
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: **August 27 – 28, 2008**
Cost: $776

**Team Site / 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: **July 22 & 30, 2008 & August 13, 2008**
Cost: $65

**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: **July 29, 2008**
Cost: $187

**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: **August 19, 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: **August 20, 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: **July 9, 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: **July 22, 2008**
Cost: $155

**Word 2007 – Advanced Topics A**
Overview: This course is designed for individuals who want to learn basic automation in Microsoft Word. Participants will learn to create and modify templates, and basic automation techniques including AutoText and AutoCorrect.
Dates: **August 20, 2008**
Cost: $155

**Word 2007 – Advanced Topics B**
This course is designed for individuals who work with long documents in Word. Participants will learn multiple shortcuts for navigating and working within large documents. Participants will review the basic formatting levels and the progress into learning how Styles can help manage documents effectively. This course will show participants how to use Outline View to manage large documents easily and efficiently.
Dates: **August 22, 2008**
Cost: $155

**Coming Soon:**

- Word XP/2003 – Advanced Topics B
- SPSS – Introduction
- SPSS – Data Management & Manipulation
- Publisher 2003 – Introduction
- Support Center Analyst
- Desktop Support Center Technician

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**