State of Wisconsin - Department of ADMINISTRATION

2012 Fall Training Calendar

Career Enrichment (Online course work)				
Business E-learning Package: Online course work provided by Mindleaders.				
Package includes 911 business and information technology courses. Go to Mindleaders.com for course information or DET IT training website.				
Inacom Learning Solutions Division of Core BTS				
Online and instructor-led business and technical courses.				
Go to DET IT Training website for details on courses.				
Excel Software Classes				
September				
11	*Software Training*	**Getting Started with Excel**	DOA	Rm 540, computer lab
18	*Software Training*	**Basic Excel**	DOA	Rm 540, computer lab
25	*Software Training*	**Advanced Excel - Analyzing Spreadsheet Data**	DOA	Rm 540, computer lab
October				
10	*Softward Training*	**Advanced Excel - Manipulating Spreadsheets**	DOA	Rm 540, computer lab
11	*Softward Training*	**Basic Excel**	DOA	Rm 540, computer lab

Date	Category	Session Title	Place	Room
Management Leadership Workshops				
September				
13	*Human Resources Series*	**Employee Relations for Supervisors: Strategies for effective, front-line employee relations**	DOA	Yahara
20	*Human Resources Series*	**Learning about the Reclassification Process**	DOA	St. Croix
27	*Professional Enrichment*	**The Art of Coaching**	DOA	St. Croix
October				
2	*Professional Enrichment*	**Basic Supervisory***	DOA	St. Croix
16	*Professional Enrichment*	**Building Employee Job Ownership & Responsibility for Performance Success**	DOA	Yahara
31	*Professional Enrichment*	**Respectful Workplace***	DOA	St. Croix
*Meets DOA core supervisor requirement.				
PROFESSIONAL DEVELOPMENT FOR ALL EMPLOYEES				
September				
7	*Health Series Lunch & Learn*	**Physicians Plus - Network Changes (Registration not required)**	DOA	St. Croix
11 & 12	*Professional Enrichment*	**Perceptive Communication**	Edgewater Hotel	Edgewater Hotel
12	*Health Series Lunch & Learn*	**Stress Management - Learning to Balance Work & Life**	DOA	Yahara
13	*Diversity Professional Enrichment*	**Who's Your Neighbor? ***	DOA	Yahara
18	*Health Series Lunch & Learn*	**Emergency Procedure Orientation (Administration Building Only)**	DOA	St. Croix

18	*Financial Series Lunch & Learn*	**Long-Term Planning "The Missing Link in your Financial Plan"**	DOA	Yahara
19	*Professional Enrichment*	**Communication is Key**	DOA	St. Croix
20	*Diversity Lunch & Learn*	**Hispanic Heritage***	DOA	St. Croix
26	*Health Series Lunch & Learn*	**Aromatherapy**	DOA	Yahara
27	*Health Series Lunch & Learn*	**Mental Health Issues in the Work Place: Creating a Supportive Environment for Everyone**	DOA	Yahara
October				
3	*Financial Series Lunch & Learn*	**Introduction: ABCs on Ways to Start Saving for Retirement**	DOA	Yahara
4	***FLU CLINIC***	***FLU CLINIC - Dept of Administration***	DOA	St. Croix
10	*Health Series Lunch & Learn*	**Prepare to Conquer: Getting Fit with Food**	DOA	Yahara
11	*Diversity Lunch & Learn*	**Disability Awareness***	DOA	St. Croix
24	*Human Resources Series Lunch & Learn*	**Reclassification, Transfer, Broadband "What do they mean?"**	DOA	Yahara
26	*Diversity Professional Enrichment (Movie Series)*	**The Boys Next Door ***	DOA	St. Croix
30	*Professional Enrichment*	**Records Management: Your Role & Responsibility**	DOA	Yahara
31	*Professional Enrichment*	**Respectful Workplace**	DOA	St. Croix
November				
5	*Health Series Lunch & Learn*	**Coping with Grief During the Upcoming Holiday Season**	DOA	Yahara
8	*Professional Enrichment*	**Emotional Intelligence**	DOA	Yahara
14	***FLU CLINIC***	***FLU CLINIC - Public Service Commission (10:00am - 1:00pm)***	PSC	Rock River Conf Rm
15	*Professional Enrichment*	**Writing Letters That Please The Boss and Inform Readers**	DOA	Room 540 (computer lab)
15	*Diversity Lunch & Learn*	**Cultural Event***	DOA	Yahara
29	*Health Series Lunch & Learn*	**Acupuncture**	DOA	Yahara

December				
4 & 5	*Professional Enrichment*	**Perceptive Communication**	Edgewater Hotel	Edgewater Hotel
12	*Diverstiy Professional Enrichment (Movie Series)*	**Crash Prevention ***	DOA	St. Croix
13	*Diversity Enrichment*	**Multicultural Food Fare**	DOA	St. Croix
***Diversity or EEO credit given for this session.**				
OTHER TRAINING OPPORTUNITIES				
Harassment Is…	This class is open to all DOA employees, attached agencies, boards and commissions. All employees who have not attended Respectful Workplace are encouraged to attend. Participants will receive one-hour credit for attending.	**Risk Management Supervisor Seminar**: For new and current state supervisors and managers.	**UW Office of Human Resource Development www.ohrd.wisc.edu**	
Training Dates:	Training time is: 2:00pm to 3:00pm	Register: http://www.doa.state.wi.us	***14th Annual***	
August 28, 2012	**Registration is under Staff Development**	Training Time: 12:30pm to 4:00pm	***Leadership & Management Conference***	
September 25, 2012	Intranet: http://intranet.doa.state.wi.us/	**Training Dates:**	**"Promoting Effective Workplace**	
October 23, 2012	Internet: http://www.doa.state.wi.us/	August 14, 2012	**Dynamics"**	
November 20, 2012		October 16, 2012		
December 18, 2012	DOA Building	December 4, 2012	***Thursday, November 8, 2012***	
	Yahara Room		8:30am - 4:00pm	
		DOA Building - St. Croix Room	The Pyle Center	
Diversity and Generations	This class is open to all DOA employees, attached agencies, boards and commissions. All employees who have not attended a diversity class are encouraged to attend. Participants will receive one-hour credit for attending	**Employee Trust Funds Internet Site** Online video library, Live webcast http://etf.wi.gov	Go to www.ohrd.wisc.edu to learn of other workshops available through the Office of Human Resource Development.	
Training Dates:	Training time is: 3:00pm to 4:00pm			
August 28, 2012	**Registration is under Staff Development**	**OSER Training Site**	**UW Computer Classes through DoIT**	
September 25, 2012	Intranet: http://intranet.doa.state.wi.us/	http://oser.state.wi.us	www.ohrd.wisc.edu	
October 23, 2012	Internet: http://www.doa.state.wi.us/			
November 20, 2012				
December 18, 2012	DOA Building			
	Yahara Room			