



Training Calendar Winter/Spring 2010

Date	Category	Session Title	Core Competency	Place	Room
January					
12	<i>Brown Bag</i>	Coping with Difficult People & Situations	L	DOA	Yahara
13	<i>Brown Bag</i>	Stretching/Toning Workshop (Fitness Kick Off)	W	DOA	Yahara
20	<i>Brown Bag</i>	Curbing Workplace Bullying	L	DOA	St. Croix
21	<i>Brown Bag</i>	Identity ID Theft	L	DOA	Yahara
26	<i>HR Series</i>	An Introduction to Project Positions	L	DOA	Room 540
26	<i>General Training</i>	Focus: Achieving Your Highest Priorities	L	Double Tree Hotel	TBA
27	<i>Education</i>	Education Expo	L	DOA	St. Croix
February					
3 and 4	<i>General Training</i>	Retirement Planning (2 half days)	L	MATC Downtown	Room D519
3	<i>Supervisor/Manager Training</i>	Basic Supervisory	L	DOA	Yahara
4	<i>Brown Bag</i>	Black History Month		DOA	St. Croix
9	<i>Brown Bag</i>	Education Expo Follow Up (Benefits to Returning to School)	L	DOA	Yahara
10	<i>HR Series</i>	Resume Writing and Interview Workshop	L	DOA	St. Croix
11	<i>Supervisor/Manager Roundtable</i>	TBA	L	DOA	Room 540
17	<i>Financial Wellness</i>	Financial Updates: New Roth IRA	L	DOA	Yahara
18	<i>Fitness</i>	Introduction to Ballroom Dance	W	DOA	St. Croix
23	<i>Supervisor/Manager Training</i>	Administrative Progressive Discipline	L	DOA	Yahara
24	<i>Financial Wellness</i>	Social Security Benefits	L	DOA	Yahara
25	<i>Wellness Series</i>	CCR/AED	W	DOA	St. Croix
25 and 26	<i>General Training</i>	Perceptive Communication (1.5 days)	L	Edgewater Hotel	TBA

March					
3	Nutrition and Health	Starting Your Morning Off Right: Healthy Tips for a Quick Breakfast	W	DOA	Yahara
9	General Training	Understanding & Managing Conflict: Innovative Strategies for Resolving Disagreement	L	DOA	Yahara
11	General Training	Respectful Workplace - Part 2	L	DOA	Yahara
17	Wellness Series	HospiceCare	L	DOA	Yahara
18	Wellness Series	Reflexology Workshop	W	DOA	St. Croix
24	Financial Wellness	Women and Investing - Part 2	L	DOA	St. Croix
25	Supervisor/Manager Roundtable	TBA	L	DOA	Room 540
31	General Training	Generational Differences: Four Generations at Work	L	DOA	St. Croix
April					
1	Fitness	Cubicle Yoga	L	DOA	Room 540
7	General Training	Rediscovering Ethics to Maintain Good Behavior	L	DOA	St. Croix
8	Financial Wellness	Habits of Successful Investors	L	DOA	St. Croix
14	Wellness Series	Wellness Expo	L	DOA	St. Croix
15	Supervisor/Manager Roundtable	TBA	L	DOA	Yahara
22	Brown Bag	Ice Breakers for Any Meeting/Presentation Activity	L	DOA	St. Croix
29	Brown Bag	Take Your Child to Work Day		DOA	St. Croix
May					
5	Supervisor/Manager Training	Performance Evaluations & Feedback	L	DOA	Yahara
5	Brown Bag	Cinco de Mayo Celebration	L	DOA	St. Croix
13	Brown Bag	Make a Date with a Museum, an Art Gallery, or an Artist Studio	L	DOA	St. Croix
17 and 18	General Training	Perceptive Communication (1.5 days)	L	Edgewater Hotel	TBA

Other Training Opportunities					
Prevention of Sexual Harassment	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 credit for attending.		L	DOA	Room 540, 5th Floor Conf. Rm
Training Dates:	Training time is: 2:00pm to 3:00pm				
January 19, 2010	Registration is under Staff Development				
February 16, 2010	Intranet: http://intranet.doa.state.wi.us/				
March 16, 2010	Internet: http://www.doa.state.wi.us/				
April 13, 2010					
May 11, 2010					
June 22, 2010					
July 20, 2010					
August 17, 2010					
September 28, 2010					
October 26, 2010					
November 23, 2010					
December 21, 2010					
Diversity Training	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 credit for attending		L	DOA	Room 540, 5th Floor Conf. Rm
Training Dates:	Training time is: 3:00pm to 4:00pm				
January 19, 2010	Registration is under Staff Development				
February 16, 2010	Intranet: http://intranet.doa.state.wi.us/				
March 16, 2010	Internet: http://www.doa.state.wi.us/				
April 13, 2010					
May 11, 2010					
June 22, 2010					
July 20, 2010					
August 17, 2010					
September 28, 2010					
October 26, 2010					
November 23, 2010					
December 21, 2010					

Risk Management Supervisory Seminar					
	Risk Management Supervisory Seminar		L	DOA	St. Croix
Training Dates:	For new and current state supervisors/managers				
February 1, 2010	Register: http://www.doa.state.wi.us				
March 23, 2010	Training Time: 12:30pm to 4:00pm				
June 2, 2010					
August 10, 2010					
September 21, 2010					
November 2, 2010					
WI State Training Council presents - Visit the website for class details	http://oser.state.wi.us/training/course_list.asp?famid=32&agencyid=71				
	Customer Service: Back to the Basics				
	Managing Stress in a Stressful World				
	Presentation Skills for Non-Trainers				
	True Colors: Basic				
	True Colors for Teams				
	Changing with the Time: Change Management				
Other Training Opportunities					
ETF Internet Site	Online video library, Live webcast				
	http://etf.wi.gov/				
MS Office Suite Software Training - Instructor - led (Excel, Access, Outlook, PowerPoint, Visio, MS Word - Introduction, etc)	http://www.doa.state.wi.us Click on Enterprise Technology IT Training. Contact Maggie Hart at maggie.hart@wisconsin.gov for additional information. For all training, fill out the Training Request and Authorization form.		L	TBA	Off Site

Online Training - features 679 courses (Word, Excel, PowerPoint & Flash as well as professional development and business skills topics such as Business Ethics, Customer Services, & Leadership)	http://www.doa.state.wi.us Click on Enterprise Technology IT Training. Contact Maggie Hart at maggie.hart@wisconsin.gov for additional information. For all training, fill out the Training Request and Authorization form.		L	DOA	
NOTE: Visit the UW Office of Human Resource Development website to learn of free training courses. Please note that some of the training opportunities are open only to UW employees and may not be free. Website: www.ohrd.wisc.edu					
	20th Annual Conference for the Office Professional: Moving Towards Peak Performance - Wednesday, April 28, 2010: Go to: http://www.ohrd.wisc.edu/home/ under Conferences and Special Events for details.				
	2nd Annual UW-Madison Women & Leadership Symposium - Wednesday, June 23, 2010: Go to: http://www.ohrd.wisc.edu/home/ under Conferences and Special Events for details.				
	SAVE THE DATE - 12th Annual Leadership & Management Development Conference Promoting Effective Workplace Dynamics - Thursday, November 4, 2010: Go to: http://www.ohrd.wisc.edu/home/ under Conferences and Special Events for details.				
	<u>Core Competencies</u>				
L - Learner	W - Wellness				
LC - Learner/Comm	I/L - Innovator/Learner				
RM - Role Model	C/L - Communication/Learner				