



Project Management

Project Management training is designed for state employees who need a practical and applied approach to learning the foundations of managing projects. Emphasis is on applying the acquired knowledge to current or future projects.

Learners will:

- Acquire the necessary skills to assist in managing projects from start to finish
- Create a project management plan that includes time, cost and resource estimates.
- Develop skills to monitor and control projects and successfully communicate project performance to stakeholders

Eligibility

Open to all State of Ohio employees

Program competencies:

- Managing Your Project
- Working with People in Teams
- Developing Self
- Systemic Integration
- Personal Integrity
- Leading Change
- Public Service Focus

Schedule

The program is offered 2 times per year. Classes meet one day a week for 15 weeks.

No Fee

Location

General Services Division, 4200 Surface Road, Columbus, OH 43228.

Contact:

nelson.gonzalez@das.ohio.gov



Ohio Certified Public Manager

The Ohio Certified Public Manager® (OCPM) program provides public sector supervisors and managers an adult-learning environment with curriculum to enhance management skills and increase knowledge of government practices while providing practical experiences.

Learners will:

- Strengthen leadership abilities
- Develop a network of public sector managers to communicate and share information
- Be introduced to new approaches to problem solving encouraging innovation and creativity

Eligibility

Open to participants who currently *directly supervise one or more employees* and are in “exempt from bargaining unit status”

See the OCPM Web site for the application process and program fees (<http://das.ohio.gov/OCPM>)

Program competencies:

- Personal & Organizational Integrity
- Developing Self
- Public Service Focus
- Managing Work
- Leading People
- Change Leadership
- Systemic Integration

Schedule

New cohorts begin in January and July each year

Location

Classes are held at sites in Columbus, Ohio

Contact:

linda.andriko@das.ohio.gov

The Office of Learning and Professional Development provides learning opportunities to all state employees. Our courses help build the skills and knowledge needed to achieve exceptional personal effectiveness and team capabilities in an ever changing and challenging work environment.

*Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.
Abigail Adams, 1780*

Lisa Springer, Administrator



Contact Information:

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Ohio Toll-Free: 888.577.6276
Fax: 614.728.9464

Email: hrd.training.staff@das.state.oh.us

Web: <http://das.ohio.gov/learning>



Core Skills Training

The Core Skills Training Series will build the foundation to gain and enhance essential core workforce skills. The courses will also meet the prerequisites for other coursework.

Learners will:

- Increase their personal and professional competencies
- Gain confidence in ability to meet goals required for continued professional growth
- Complete prerequisite coursework necessary for other OLPD programs

Eligibility

Open to *all* State of Ohio employees

Series topics include:

Assertiveness	Emotional Intelligence
Business Writing	Generations & Diversity
Change Management	Goal Setting
Communication	MBTI
Conflict Management	Team Effectiveness
Customer Service	Time Management

Schedule

Course times: 8:30 a.m. to 4:00 p.m. Please visit <http://trainreg.das.ohio.gov> to view the current schedule of classes or to register online

No Fee

Location

General Services Division, 4200 Surface Road, Columbus, OH 43228.

Contact:

lisa.springer@das.ohio.gov



Supervisory Excellence

The Supervisory Excellence program will provide supervisors the knowledge and skills they need to be effective. Experienced supervisors will enhance and build upon their existing knowledge and skills.

Learners will:

- Address the competency areas needed to effectively and efficiently lead their teams
- Network with other supervisors to develop a support system for information sharing

Eligibility

Open to participants who are exempt from the bargaining units

Competencies are:

- Managing Performance
- Human Resources Management
- Building Relationships
- Communicating Effectively
- Legal and Ethical Compliance
- Technical Abilities

Schedule

Course times: 8:30 a.m. to 4:00 p.m. Please visit <http://trainreg.das.ohio.gov> to view the current schedule of classes or register online

No Fee

Location

General Services Division, 4200 Surface Road, Columbus, OH 43228.

Contact:

lisa.springer@das.ohio.gov



Leaders - Dynamic Results

The Leaders-Dynamic Results (LDR) courses are developed to boost the skills of those who are current leaders—both project and work team leads.

Learners will:

- Enhance essential leadership skills
- Receive tools to maximize performance of project and work teams
- Increase self-confidence in their own leadership abilities

Eligibility

Open to participants who are exempt from the bargaining units

Courses sampling:

- Principles of Effective Leadership
- Building Effective Teams
- Emotionally Intelligent Leader
- Leading Change
- Building a Culture of Customer Service

Schedule

Course times: 8:30 a.m. to 4:00 p.m. Please visit <http://trainreg.das.ohio.gov> to view the current schedule of classes or register online

No Fee

Location

General Services Division, 4200 Surface Road, Columbus, OH 43228.

Contact:

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