

At a Glance: State of Ohio Learning and Professional Development Courses

The elective learning and development courses in this catalog are available at no cost to you.

Course name, description, competency, time and location can be found on the noted pages below.

AT A GLANCE COURSE SCHEDULE BY COURSE NAME

COURSE	DATES OFFERED	PAGE
ABC's of EAP (OEAP)	Feb. 9, June 22	18
Absence Management (OCB)*	Nov. 10, May 9	18
Actively Engaged in My Performance	Oct. 3, April 7	18
Administrative Investigations (OCB)*	Sept. 8, March 7	19
Arbitration School (OCB)*	Oct. 24-28, April 10-14	19
Assertiveness	Sept. 14, Nov. 18, March 10, June 16	19
Avoiding Burnout (Optum)	Dec. 13, April 27	20
Building Motivation & Morale in the Workplace (Optum)	Jan. 12, June 22	20
Class Change and Working Out-of-Class Grievances (OCB)*	Sept. 1, Feb. 28	20
Communications and Difficult Conversations	July 20, Oct. 27, March 17, June 20	21
Confronting Workplace Violence and Bullying (OEAP)	Aug. 9, Oct. 13, Feb. 28, April 27	21
Critical Conversations on Domestic Violence	Nov. 17, Feb. 16	21
Critical Thinking Skills	July 20, Oct. 7, May 19	22
Customer Service 101	Aug. 11, Oct. 20, March 14, May 10	22
Customer Service in a Compliance Environment	Nov. 4, June 9	22
Customer Service: Taking C.A.R.E. of Ohio	Aug. 19, May 17	23
Dealing with Difficult People	Oct 21, April 11	23
Dealing with Negativity in the Workplace (Optum)	Sept. 8, Jan. 24	23
Developing a Labor-Management Committee (OCB)*	Nov. 3, April 18	24
Disciplinary Principles (OCB)*	Sept. 22, March 21	24
Drug Testing Overview (OCB)*	Nov. 17, May 16	25
Emotional Intelligence	Aug. 24, Nov. 3, Feb. 24, June 28	25
Emotionally Intelligent Leader*	April 26	26
ePerformance Manager (Rater)	Sept. 21, Sept. 29, Oct. 5, Oct. 19, Oct. 25, March 8, March 14, March 23, April 6, April 11	26
ePerformance Administrator Refresher	Sept. 16, Oct. 28, Nov. 4, March 3, 31 April 14	27
From Diversity to Inclusion	April 18	27

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COURSE	DATES OFFERED	PAGE
Generations in the Workplace	Sept. 23, March 2	27
Getting on the Same Page: EAP Supervisor/Union (OEAP)	July 21, Oct. 27	28
Growing Healthy Families (Optum)	Aug. 9	28
Holiday Budgeting (Optum)	Nov. 3	28
Innovation Lab: Building a Culture of Innovation	Dec. 9	29
Interpersonal Skills	Aug. 25, March 7	29
Is Supervising For Me?	Aug. 26, Nov. 29, March 24, June 6	30
Life Matters: Suicide Awareness (OEAP)	July 26, Nov. 3, March 23	30
Managing Career Success (Optum)	Sept. 20, Feb. 9	30
Managing Conflict	Sept. 8, Feb. 9, June 13	31
Mediation (OCB)*	Sept. 29, March 28	31
More than a Bad Day: An Overview of Mental Health Issues (OEAP)	Dec. 8, June 6	32
No Aspirin Required: Problem Solving and Decision-Making Tools	Sept. 14, March 10	32
Non-Traditional Arbitration (OCB)*	Oct. 6, April 4	32
Position Description Writing	Oct. 13	33
Pre-Disciplinary Meeting Officer (OCB)*	Sept. 15, March 14	33
Principles of Effective Leadership*	July 21, Nov. 30	33
Reduction in Workforce (OCB)*	Nov. 22, May 23	34
Screening & Selection (OCB)*	Oct. 13, April 25	34
See the Signs: Domestic Violence Bystander Intervention	Nov. 17, Feb. 16	34
Settlement Writing (OCB)*	Oct. 20, May 2	35
Strategic Partnerships, Alliances and Networking – SPAN	Nov. 16	35
Stress: Putting it to Rest (OEAP)	Aug. 25, Dec. 13, March 7, May 11	35
Substance Abuse 101(OEAP)	Nov. 15, May 23	36
Team Effectiveness	May 16	36
Temperature's Rising: Lessons in Anger Management (Optum)	July 26, March 23	36
The Jerk at Work: Bullying in the Workplace (OEAP)	Sept. 8, Jan. 24, May 11	37
Time Mastery	Sept. 16, Dec. 13, May 26	37
Workplace Engagement (Optum)	Aug. 25, March 7	37

* Courses Offered to Exempt Employees (Non-Bargaining Unit)

ENTERPRISE LEARNING MANAGEMENT (ELM) WEB-BASED COURSES

COURSE	OFFERED
Business Intelligence Overview	Via ELM
Data Classification Training	Via ELM
Data Classification Worksheet Training	Via ELM
ePerformance - Using ePerformance for Self-Evaluations	Via ELM
ePerformance - Using ePerformance for Third Party Input	Via ELM
ePerformance Administrative Functions	Via ELM
ePerformance - Performance Management Tool for Supervisors	Via ELM
ePerformance - Performance Management Tool for Everyone	Via ELM
ePerformance General Overview	Via ELM
Equal Employment Opportunity Training	Via ELM
Human Trafficking Awareness	Via ELM
Securing the Human	Via ELM
Understanding Employee Workplace Mediation	Via ELM
What Every Manager Should Know – Barbara Warner Workplace Domestic Violence Training	Via ELM
What Every Employee Should Know – Barbara Warner Workplace Domestic Violence Training	Via ELM

