

At a Glance: State of Ohio Learning and 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 SCHEDULE BY COURSE NAME

COURSE	DATES OFFERED	PAGE
Actively Engaged in My Performance	Aug. 22, Nov. 28, March 27, May 10	40
Assertiveness	Sept. 19, Jan. 30, June 21	40
Children and Stress (Optum)	July 26	41
Communications and Difficult Conversations	Aug. 17, Feb. 26, June 7	41
Communication Skills for the Workplace (Optum)	July 23	41
Confronting Workplace Violence and Bullying (OEAP)	Sept. 20, April 16	41
Conquering Fear and Anxiety (Optum)	Jan. 24	42
Creating Passion (Optum)	June 13	42
Customer Service 101	Sept. 14, April 12	42
Customer Service in a Compliance Environment	Aug. 10, Feb. 7	42
Customer Service: Taking C.A.R.E. of Ohio	July 27, Dec. 6, March 13	43
Dealing with Challenging People (Optum)	Nov. 6	43
Dealing with Negativity in the Workplace (Optum)	May 14	43
Diversity and Inclusion 101 (EOD)	Upon request	43
Equal Employment Opportunity 101 (EOD)	Upon request	44
Emotional Eating (Optum)	March 19	44
Emotional Intelligence	Aug. 7, Dec. 5, Feb. 28, June 7	44
Implicit Bias (EOD)	Upon request	44
Improving Communication Skills for Employees (Optum)	April 18	45
Instructional Skills Training for New Trainers (two-day course)	Oct. 18 and 19, March 28 and 29	45
Is Supervising for Me?	Sept. 7, Jan. 17, May 7	46
Life Matters: Suicide Awareness (OEAP)	Feb. 21	46
Managing Multiple Priorities to Maximize Your Day (Optum)	Feb. 5	46
Managing Stress for Success (Optum)	Oct. 18	47
More than a Bad Day: Mental Health Concerns in the Workplace (OEAP)	Oct. 16	47
Moving from Diversity to Inclusion	Oct. 17, April 5	47

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COURSE	DATES OFFERED	PAGE
Organizational Change Management	Oct. 31, May 1	48
Position Description Writing	Oct. 4, April 11	48
Religious Discrimination (EOD)	Upon request	49
Respect and Positive Interaction in the Workplace (Optum)	Sept. 13	49
Sexual Harassment (EOD)	Upon Request	49
Sexual Harassment Awareness and Prevention for Management (EOD)	Nov. 9, May 10	49
Stress: Putting it to Rest (OEAP)	July 26, Nov. 15, March 21, May 14	50
The Jerk at Work: Bullying in the Workplace (OEAP)	Jan. 10, June 11	50
Time Management	Aug. 3, Feb. 8	51
Trauma Informed Care (TIC)-Creating Environments of Resiliency and Hope (OMHAS)	Aug. 14, Nov. 14, March 20	51
Violence in Schools (Optum)	Sept. 25	51
Your Healthy Heart (Optum)	Feb. 14	51



OHIO EMPLOYEE ASSISTANCE PROGRAM

800-221-6327 / 614-644-8545
das.ohio.gov/eap

Ohio Employee Assistance Program (OEAP) offers confidential help for personal problems and concerns. If you've been putting off taking action to solve a personal issue that is affecting you or a member of your family, give OEAP a call today.