

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

Courses are available at **no cost** to you. Course descriptions, times and locations can be found on the noted pages.

Please note: Course offerings are subject to change. Please check ELM for catalog updates on Page 30

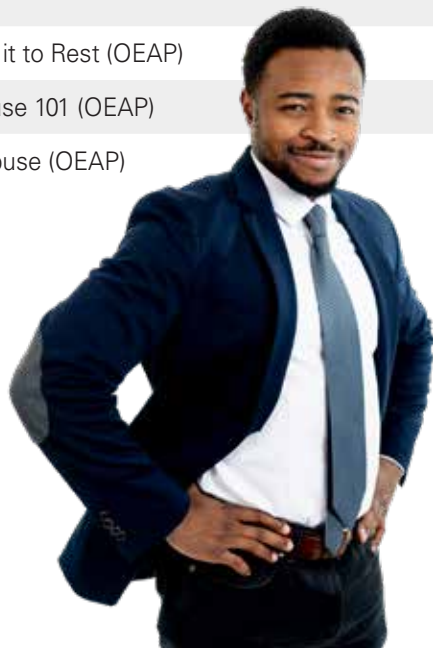
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AT A GLANCE: COURSE SCHEDULE BY NAME

COURSE	DATES OFFERED	PAGE
A Look into Emotional Intelligence	Dec. 6, March 11, June 19	44
Absence Management (OCB)	Oct. 24, April 29	44
Actively Engaged in My Performance	Nov. 22, March 25, May 15	44
Administrative Investigations (OCB)	Sept. 4, March 18	44
Arbitration Advocacy and Brief Writing (OCB) (5-days)	Sept. 23-27, April 6-10	45
Assertiveness in the Workplace	Sept. 19, Jan. 31, June 17	45
Civility Training (EOD)	Upon request	45
Confronting Workplace Violence Including Bullying (OEAP)	Oct. 22, Feb. 6	45
Creating Harmony Between Generations at Work (Optum)	Sept. 12	46
Customer Service in a Compliance Environment	Sept. 6, Feb. 19	46
Customer Service: Taking C.A.R.E. of Ohio	Aug. 9, April 10	46
Dealing with Grief and Loss (Optum)	March 5	46
Disciplinary Principles (OCB)	Sept. 17, March 31	47
Diversity Training on Sexual Orientation and Gender Identity (EOD)	Upon request	47
Drug-Free Workplace (OCB)	Nov. 6, May 14	47
EAP Awareness (OEAP)	July 11, May 14	48
Equal Employment Opportunity 101 (EOD)	Upon request	48
Five Steps to Healthier Eating (Optum)	May 26	48
Getting on the Same Page (For Supervisors and Union Representatives) (OEAP)	Aug. 8, March 25	48
Holding Difficult and Effective Conversations	Aug. 15, Nov. 8, Feb. 12	49
How to Create a Healthy Workplace (Optum)	June 25	49
How to Create Passion and Motivation in the Workplace (Optum)	April 9	49
How to Improve Communication Skills (Optum)	July 11	49
How to Understand Nonverbal Communication (Optum)	Aug. 20	50
Implicit Bias (EOD)	Upon request	50
Instructional Skills Training for New Trainers (2-days)	Oct. 31 and Nov. 1 or April 2 and 3	50

AT A GLANCE: COURSE SCHEDULE BY NAME

COURSE	DATES OFFERED	PAGE
Is Supervising for Me?	Oct. 18, Dec. 13, March 19, June 12	51
Labor Management Committees (OCB)	Oct. 18, May 19	51
Life Matters: Suicide Awareness (OEAP)	Jan. 16	51
Maintaining Balance in Life (Optum)	Feb. 20	51
Making the Most of Your Work Day (Optum)	Nov. 5	52
Managing Your Time	Oct. 4, Dec. 10, Feb. 13, May 19	52
Mediation (OCB)	Oct. 9, April 23	53
Mindfulness (Optum)	Jan 28	53
New EEO Officer Training: Understanding Equal Employment Opportunity Law, Policies, Complaint System and Investigation (EOD)	Aug. 9, Feb. 7	53
Non-Selection (OCB)	Oct. 18, May 19	53
Non-Traditional Arbitration (OCB)	Oct. 2, April 14	54
Position Description Writing	Oct. 3, April 9	54
Pre-Disciplinary Meeting Officer (OCB)	Sept. 11, March 26	54
Preventing Burnout (Optum)	Oct. 10	54
Promoting Humor at Work	Dec. 11, May 20	54
Reduction in Workforce (OCB)	Oct. 30, May 6	55
Resolving Conflict in the Workplace	Sept. 24, Jan. 16, April 28	55
See the Signs/Speak Out: Critical Conversations on Domestic Violence (OEAP)	Oct. 23, March 24	55
Sexual Harassment (EOD)	Upon request	55
Sexual Harassment Awareness and Prevention for Management (EOD)	Nov. 8, May 20	56
Stress: Putting it to Rest (OEAP)	Nov. 21, April 21	56
Substance Abuse 101 (OEAP)	Sept. 12, June 8	56
Teen Dating Abuse (OEAP)	Oct. 23, March 24	56



AT A GLANCE: COURSE SCHEDULE BY DATE

MONTH	DATES OFFERED	COURSE	PAGE
JULY	11	EAP Awareness (OEAP)	48
	11	How to Improve Communication Skills (Optum)	49
AUG.	8	Getting on the Same Page (For Supervisors and Union Representatives) (OEAP)	48
	9	Customer Service: Taking C.A.R.E. of Ohio	46
	9	New EEO Officer Training: Understanding Equal Employment Opportunity Law, Policies, Complaint System and Investigation (EOD)	53
	15	Holding Difficult and Effective Conversations	49
	20	How to Understand Nonverbal Communication (Optum)	50
SEPT.	4	Administrative Investigations (OCB)	44
	6	Customer Service in a Compliance Environment	46
	11	Pre-Disciplinary Meeting Officer (OCB)	54
	12	Creating Harmony Between Generations at Work (Optum)	46
	12	Substance Abuse 101 (OEAP)	56
	17	Disciplinary Principles (OCB)	47
	19	Assertiveness in the Workplace	45
	23-27	Arbitration Advocacy and Brief Writing (OCB) (5-days)	45
	24	Resolving Conflict in the Workplace	55
OCT.	2	Non-Traditional Arbitration (OCB)	54
	3	Position Description Writing	54
	4	Managing Your Time	52
	9	Mediation (OCB)	53
	10	Preventing Burnout (Optum)	54
	18	Is Supervising for Me?	51
	18	Labor Management Committees (OCB)	51
	18	Non-Selection (OCB)	53
	22	Confronting Workplace Violence Including Bullying (OEAP)	45
	23	See the Signs/Speak Out: Critical Conversations on Domestic Violence (OEAP)	55
	23	Teen Dating Abuse (OEAP)	56
	24	Absence Management (OCB)	44
	30	Reduction in Workforce (OCB)	55
31 and Nov. 1	Instructional Skills Training for New Trainers (2-days)	50	
NOV.	5	Making the Most of Your Workday (Optum)	52
	6	Drug-Free Workplace (OCB)	47
	8	Holding Difficult and Effective Conversations	49
	8	Sexual Harassment Awareness and Prevention for Management (EOD)	56
	21	Stress: Putting it to Rest (OEAP)	56
	22	Actively Engaged in My Performance	44

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DEC.	6	A Look into Emotional Intelligence	44
	10	Managing Your Time	52
	11	Promoting Humor at Work	54
	13	Is Supervising for Me?	51
JAN	16	Life Matters: Suicide Awareness (OEAP)	51
	16	Resolving Conflict in the Workplace	55
	28	Mindfulness (Optum)	53
	31	Assertiveness in the Workplace	45
FEB.	6	Confronting Workplace Violence Including Bullying (OEAP)	45
	7	New EEO Officer Training: Understanding Equal Employment Opportunity Law, Policies, Complaint System and Investigation (EOD)	53
	12	Holding Difficult and Effective Conversations	49
	13	Managing Your Time	52
	19	Customer Service in a Compliance Environment	46
	20	Maintaining Balance in Life (Optum)	51
MARCH	5	Dealing with Grief and Loss (Optum)	46
	11	A Look into Emotional Intelligence	44
	18	Administrative Investigations (OCB)	44
	19	Is Supervising for Me?	51
	24	See the Signs/Speak Out: Critical Conversations on Domestic Violence (OEAP)	55
	24	Teen Dating Abuse (OEAP)	56
	25	Actively Engaged in My Performance	44
	25	Getting on the Same Page (For Supervisors and Union Representatives) (OEAP)	48
	26	Pre-Disciplinary Meeting Officer (OCB)	54
31	Disciplinary Principles (OCB)	47	
APRIL	2 and 3	Instructional Skills Training for New Trainers (2-days)	50
	6-10	Arbitration Advocacy and Brief Writing (OCB) (5-days)	45
	9	How to Create Passion and Motivation in the Workplace (Optum)	49
	9	Position Description Writing	54
	10	Customer Service: Taking C.A.R.E. of Ohio	46
	14	Non-Traditional Arbitration (OCB)	54
	21	Stress: Putting it to Rest (OEAP)	56
	23	Mediation (OCB)	53
	28	Resolving Conflict in the Workplace	55
29	Absence Management (OCB)	44	

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MAY	6	Reduction in Workforce (OCB)	55
	14	Drug-Free Workplace (OCB)	47
	14	EAP Awareness (OEAP)	48
	15	Actively Engaged in My Performance	44
	19	Labor Management Committees (OCB)	51
	19	Non-Selection (OCB)	53
	19	Managing Your Time	52
	20	Promoting Humor at Work	54
	20	Sexual Harassment Awareness and Prevention for Management (EOD)	56
	26	Five Steps to Healthier Eating (Optum)	48
	JUNE	8	Substance Abuse 101 (OEAP)
12		Is Supervising for Me?	51
17		Assertiveness in the Workplace	45
19		A Look into Emotional Intelligence	44
25		How to Create a Healthy Workplace (Optum)	49


EAP

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.