



DEPARTMENT OF HUMAN SERVICES
SENIOR & DISABLED SERVICES DIVISION
500 Summer Street NE
Salem, Oregon 97310-1015
Phone: (503) 945-5811

AUTHORIZED BY: _____

SDSD Administrator/Deputy/
Assistant Administrator

INFORMATION MEMORANDUM

SDSD-IM-00-02

Date: January 5, 2000

TO: SDSD District and Unit Managers
AAA Directors

SUBJECT: Foundation Training sponsored by Department of Administrative Services (DAS), Including the Following Attachments:
Cross-Reference SDSD-IM-00-03

Ž Training Schedule January June, 2000

Ž CORE and Encore Registration Form

INFORMATION: DAS Training and Organization Development programs enhance individual and team effectiveness across Oregon state government by providing quality consulting and training services in areas of common need.

Three primary training categories are offered: Foundation, Electives and Consulting. This IM refers to Foundation Training for leadership development in Oregon State Government.

Core: Supervisory Training Project No 530000

Target participant: Entry supervisor

Training for employees new to (or considering) supervision. Core is conducted in two two-day blocks and focuses on supervisory and management information needed to succeed in state organizations. Cost: \$350 per participant.

Encore: Leadership Development Project No 530010

Target participant: Middle-senior management

Leadership training for middle and senior level managers who have completed Core, or who have entered state service with significant prior management experience. This two-and-one-half day class focuses on creating and maintaining a high performance organization, working effectively as a team leader and encouraging innovation. Cost: \$300 per participant.

New Executive and Board/Commission Member Orientation

Target participant: Experienced managers new to state government and board/commission members.

A one-half day orientation to State government covering mission, organization and key responsibilities and expectations. No charge.

REGISTRATION FOR FOUNDATION TRAINING:

The registration form for DAS Training is attached. The registration form for SDSO employees **must not** be sent directly to the Department of Administrative Services.

MSO and DSO units, Type B Contract Agencies and SDSO Central Office applications should be sent to: Lucille Pugh, Employee Development and Training, SDSO.

- Ž Employee must complete page one and indicate CORE or Encore#, phase # and dates of training on page two.
- Ž Employee and his/her manager must sign the application form in the designated space.

PAYMENT: SDSO Central Office will pay the registration fee for agency employees. This fee covers: class instruction, materials, conference facilities, coffee breaks, the leadership assessment feedback and follow-up consultation as needed or desired. This section of the registration form will be completed by the SDSO Employee Development and Training Unit.

Cost of travel and per diem is the responsibility of the employees assigned unit.

POLICY ON CANCELLATIONS: Participants who register for classes are expected to attend. CORE and Encore cancellations made prior to one calendar week before the start of the first session will create no penalty. If cancellations are made within one week and no substitute is found, a \$50.00 fee will be assigned. Agencies will be assigned the full fee for participants who register but do not show up for the class and send no substitute. **THIS LATTER SITUATION SHOULD NEVER HAPPEN UNLESS A TRUE EMERGENCY EXISTS.**

All cancellations or schedule adjustments must be handled in advance of scheduled training dates with Jan Miller, CORE Coordinator, Department of Administrative Services, 155 Cottage Street NE, Salem, OR, 97310, (503) 378-6334, FAX (503) 373-7684. SDSO central office must also be informed in advance of any schedule adjustment or cancellation, to Lucille Pugh at phone or fax # listed below.

CONTACT PERSON: Lucille Pugh
(503) 945-5834
Fax: (503) 373-7902

Technical/general information - Jan Miller (DAS) - (503) 378-6334

cc: Lucille Pugh
Jan Miller

FOUNDATION TRAINING SCHEDULE
Supervisory Training **January - June 2000**
Project #530000

Phase #	Schedule	Location
99-08	January 4-5 January 18-19	Salem
99-09	February 1-2 February 15-16	Medford
99-10	February 8-9 February 22-23	Salem
99-11	March 7-9 March 21-22	Salem
99-12	March 28-29 April 11-12	Salem
99-13	April 4-5 April 18-19	Portland
99-14	May 2-3 May 16-17	Bend
99-15	May 9-10 May 23-24	Salem
99-16	June 20-21 June 27-28	Salem

ENCORE Schedule
Leadership Development **January - June 2000**
Project #530010

Phase #	Schedule	Location
04	February 16-18	Salem
05	April 5-7	Salem
06	June 21-23	Salem

New Executive and Board/Commission Member Orientation

Project #530110

Phase#

Schedule

Location

02	March 14	Salem
-----------	-----------------	--------------

Department of Administrative Services
Training and Organization Development
Registration Form

Participant _____ Position _____

Agency: _____ Agency Number: _____

Participant office address: _____
(course materials will be sent here)

Participant office telephone: _____ Fax: _____

E-mail address: _____

Do you need accommodation to fully participate in the class? Please specify: _____

Agency Billing Contact: _____

Agency Billing Address: _____

Telephone: _____ Fax: _____

Your current position:

- | | |
|---|---|
| <input type="checkbox"/> Executive Service (supervising) | <input type="checkbox"/> Lead Worker |
| <input type="checkbox"/> Executive Service (non-supervising) | <input type="checkbox"/> Training or Human Resource Officer |
| <input type="checkbox"/> Management Service (supervising) | <input type="checkbox"/> Other — please specify: _____ |
| <input type="checkbox"/> Management Service (non-supervising) | |

How many years of supervisory experience have you had? _____

Have you had previous supervisory or management training? Yes ___ No ___ If so, where? _____

Sex: Female Ethnicity: White African-American Native American
 Male Asian Pacific Islander Hispanic Other
 Person with a disability

(This is voluntary information and is used for Affirmative Action reporting.)

Identify three learning or developmental areas—either content areas (“I’d like to know more about legal responsibilities of supervision”), or behavior/skill areas (“I’d like to get better at interviewing”), in which you hope to improve as a result of participating in Core, Encore, or the elective(s) you have selected.

1. _____
2. _____
3. _____

DAS Training and Organization Development enhances individual and team effectiveness across Oregon state government by providing quality consulting and training services in areas of common need.

Please complete registration form on reverse side.

