



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

AUTHORIZED BY: _____

SDSD Administrator/Deputy/
Assistant Administrator

INFORMATION MEMORANDUM

SDSD-IM-00-03

Date: January 5, 2000

TO: SDSD District and Unit Managers
AAA Directors

SUBJECT: Electives which build on Foundation Classes
January 2000-June 2000
Cross-Reference SDSD-IM-00-02

Attachments:

- Ž Descriptions of Electives including cost, dates, and location of workshops
- Ž Registration Form - this supplements information about payment as contained in this SDSD-IM.

INFORMATION: The Department of Administrative Services, Training and Organization Development, is offering a number of electives which build on Foundation training. These electives are designed to build skills and improve leadership competencies. They are interactive and relate directly to work as a manager. The attachment describes the course, cost, location and dates of workshops.

REGISTRATION/PAYMENT: The registration form is attached (and may be copied as needed). The registration fee includes instructions, all materials, conference facilities, coffee breaks and follow-up consultations as needed.

MSO and DSO units, Type B Contract Agencies and SDSD Central Office staff who wish to attend an elective should complete the attached registration form and submit to:
Lucille Pugh, Employee Development and Training, SDSD.

Type A AAA's and Type B Transfer offices may send the completed registration form with payment or Purchase Order directly to Department of Administrative Services, Training and Organization Development, 155 Cottage St NE, Salem, OR 97310, attn: Jan Miller (378-6334).

DAS will acknowledge all registrations and will provide additional pertinent information about the elective, such as time and place of training.

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

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

**Department of Administrative Services
 Electives January 2000 - June 2000**

<p>Session (02) May 25</p>	<p style="text-align: right;">Team Player Skills Project #530020</p> <p><i>Target Participant: All levels</i></p> <p>Not all organizations within Oregon state government are “self-managed teams,” but every organization needs team players! This one day class reviews Oregon’s commitment to the team structure, the issues involved in fostering team development, and the interpersonal and communication skills required of <i>each</i> employee in a team environment.</p> <p>Cost: \$120 per participant.</p>
<p>Session (04) Feb 3-Medford Session (06) May 4-Bend Session (07) May 11-Salem</p>	<p style="text-align: right;">Selection Interviewing Project #530040</p> <p>Selecting the right people is one of the most important things managers do. This day-long class reviews the legal framework, developing recruitment plans, selection criteria and interview questions, how to conduct the interview and evaluating candidates.</p> <p>Cost: \$120 per participant.</p>
<p>Session (03) March 2-Salem</p>	<p style="text-align: right;">Leading and Managing Change Project #530050</p> <p><i>Target participant: All levels</i></p> <p>Understanding and successfully leading changes in organizations is a key requirement for effective management. This on-half day class focuses on change management skills.</p> <p>Cost: \$85 per participant.</p> <p>February 22-23</p>
<p>Session (02) March 15-Salem</p>	<p style="text-align: right;">Leading Effective Team Meetings Project #530080</p> <p><i>Target participant: All levels</i></p> <p>Meetings are essential to effective teams and team work. This three and one-half hour class reviews needed skills for creating and conducting productive meetings, gaining full participation, making group decisions and building accountability for follow-up.</p> <p>Cost: \$85 per participant.</p>

<p>Session (03) April 13-Salem</p>	<p>Creating Performance Accountability Project #530070 <i>Target participant: All levels</i> This one-day class provides essential tools for managing individual employee performance: creating and agreeing on work expectations, providing regular coaching and feedback, and documenting and disciplining if there are performance deficits, appraising performance and providing recognition and rewards. Cost: \$120 per participant.</p>
<p>Session (04) April 20 - Salem</p>	<p>Preventing Workplace Harassment Project #530120 <i>Target participant: All levels</i> Appropriate and respectful workplace behavior is essential to a productive working environment. This three-and-one-half hour class focuses on how to recognize and prevent blatant and subtle harassing behaviors, how to raise the issue of sexual harassment, and how to identify and reinforce appropriate behavior. Cost: \$85 per participant.</p>
<p>Please call 378-6334 for details</p>	<p>Putting Quality to Work Project #530100 <i>Target participant: Intact work teams</i> A “hands-on” workshop to assist teams in identifying and installing measures for key work activities and results, and learning techniques for creative problem solving.</p>
<p>Session (03) Feb 17-Medford Session (04) March 9-Salem Session (05) May 18-Bend</p>	<p>Coaching for Results Project #530090 <i>Target participant: All levels</i> Effective coaching assists employees to do their very best work. Coaching includes clearly communicating work expectations, providing regular, honest feedback, recognizing and supporting good work, and constructively confronting behavior that detracts from work effectiveness. This three and one-half hour class is lecturette, discussion and skills practice. Cost: \$85 per participant.</p>

cc: Lucille Pugh
Jan Miller

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.

