



**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-00-119

Date: December 5, 2000

**TO:** SDSD District and Unit Managers  
AAA Directors

**SUBJECT:** Electives which build on Foundation Classes  
January 2001 - June 2001  
Cross-Reference SDSD-IM-00-118

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

cc: Lucille Pugh  
Jan Miller

**Department of Administrative Services  
Electives January 2001 - June 2001**

<p>Session (09) Jan 11 - Salem Session (10) Feb 8 - Salem</p>	<p style="text-align: right;"><b>Organizing and Conducting Legislative Presentations</b>      Project #530030</p> <p><i>Target Participant: Entry supervisor-middle management</i></p> <p>Organizing and delivering effective presentations to the Legislature is a key requirement for Oregon managers. This eight-hour class is lecturette, discussion, a presentation by a current legislator, and videotaping of participants.</p> <p><b>Cost: \$175 per participant (Class limited to ten participants)</b></p>
<p>Session (10) March 6 - Salem Session (11) June 12 - Salem</p>	<p style="text-align: right;"><b>Selection Interviewing</b>      Project #530040</p> <p>Selecting the right people is one of the most important things managers do. This day-long class covers the legal framework, developing recruitment plans, selection criteria and interview questions, and how to conduct the interview and evaluate candidates.</p> <p><b>Cost: \$120 per participant.</b></p>
<p>Session (05) April 26 - Salem</p>	<p style="text-align: right;"><b>Creating Performance Accountability</b>      Project #530070</p> <p><i>Target participant: Mid-upper level management or just entering state service</i></p> <p>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.</p> <p><b>Cost: \$120 per participant.</b></p>
<p>Session (07) March 29 - Salem Session (08) June 14 - Salem</p>	<p style="text-align: right;"><b>Coaching for Results</b>      Project #530090</p> <p><i>Target participant: All levels</i></p> <p>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. Both individual and team coaching are addressed in this seven hour interactive class.</p> <p><b>Cost: \$120 per participant.</b></p>

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.**

