

OVERVIEW: This instructor-led program equips managers with foundational skills they can put to use right away in the workplace. Cohorts are offered in two formats: some sessions are held virtually, while others take place in person in Salem. Between sessions, participants are expected to complete homework assignments that reinforce previously learned skills.

TARGET AUDIENCE: Team leads, new managers, or experienced managers needing a refresher.

This training is required for new managers. Managers must enroll on the waitlist for a training cohort within five calendar days of starting their role. We enroll managers from the waitlist into a cohort on a weekly basis or at least 20 days before the first session. This ensures managers receive priority over individuals who are not currently managing employees. If space is still available after enrolling all managers, remaining seats will be offered to non-managers on the waitlist.

New managers hired on or after April 1, 2024 must complete the Foundational Training program within four months of their start date. If a session is missed in the assigned cohort, the make-up session must also be completed within the same four-month window.

LENGTH: In-person cohorts include eight full days of classroom instruction. Virtual cohorts consist of nine half-day sessions, held once per week.

COST: \$500

TOPICS:

Section 1 <ul style="list-style-type: none">• Defining Management• Building Trust• Emotional Intelligence• Flexing Your Work Style• Enterprise Manager Values & Competencies Section 2 <ul style="list-style-type: none">• Time Management & Prioritization• Motivating Employees• Enhancing Team Cohesion Section 3 <ul style="list-style-type: none">• Communicating Expectations• Assigning and Delegating Work• Feedback that Works• Coaching Section 4 <ul style="list-style-type: none">• Creating a Culture of Accountability• Performance Accountability & Feedback Model• Planning Phase• Monitoring Phase• Quarterly Performance Feedback	Section 5 <ul style="list-style-type: none">• Labor Relations• Recruiting and Hiring• Position Management• Employee Engagement Section 6 <ul style="list-style-type: none">• Addressing Conflict• Difficult Conversations• Preventing Burn-out Section 7 <ul style="list-style-type: none">• SMARTER Goal Setting• Meeting Internal Customer Needs• Meeting Management Section 8 <ul style="list-style-type: none">• Professional Networking• Increasing Your Organizational Awareness• Managing Up• Professional Development
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REGISTRATION: To register, visit <https://tinyurl.com/FOUNDATIONALregistration>. You will be prompted to log into Workday first. Once you are logged in, you will be taken directly to the course overview page.

IMPORTANT: Use this schedule to verify the delivery mode (in-person or virtual via Zoom) and the cohort dates before enrolling into the offering in Workday.

ATTENDANCE POLICY: Participants must attend Session 1 as scheduled. Missing this session will result in enrollment cancellation and payment forfeiture. Any absence of 30 minutes or more will require a make-up session to complete the program. Absences totaling two days or more will result in cancellation of enrollment and forfeiture of payment.

CANCELLATION POLICY: A learner may cancel their registration without penalty up to 15 days before the first class. If cancellation is made fewer than 15 calendar days before Session 1, or if attendance requirements are not met, the full registration fee will still be due. In these cases, payment cannot be transferred to a future enrollment.

QUESTIONS: If you have any questions about the program, please contact the CHRO training team at chro.training@das.oregon.gov.

2026 COHORT SCHEDULE

Enrollment closes 20 days before the training begins, unless the minimum enrollment requirement has not been met.

COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual

TIME: 8 a.m. to noon

INSTRUCTOR: Katie Curtis

Section	Session Dates
1.1	1/6/2026
1.2	1/13/2026
2	1/20/2026
3	1/27/2026
4	2/3/2026
5*	2/10/2026
6	2/17/2026
7	2/24/2026
8	3/3/2026

COHORT 2 – IN-PERSON INSTRUCTOR-LED COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High St. NE Salem

TIME: 8:30 a.m. – 4:30 p.m.

INSTRUCTOR: Patricia Hutchings

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

Section	Session Dates
1	1/14/2026
2	1/21/2026
3	1/28/2026
4	2/4/2026
5*	2/10/2026
6	2/18/2026
7	2/25/2026
8	3/4/2026

COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual

TIME: 8 a.m. – noon

INSTRUCTOR: Tom Atchison

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

Section	Session Dates
1.1	2/5/2026
1.2	2/12/2026
2	2/19/2026
3	2/26/2026
4	3/5/2026
*5	3/12/2026
6	3/19/2026
7	3/26/2026
8	4/2/2026

COHORT 4 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual

TIME: 1 – 5 p.m.

INSTRUCTOR: Pam Moore

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

Section	Session Dates
1.1	2/23/2026
1.2	3/2/2026
2	3/9/2026
3	3/16/2026
4	3/23/2026
5	3/30/2026
6	4/6/2026
7	4/13/2026
8	4/20/2026

COHORT 5 – VIRTUAL INSTRUCTOR-LED COURSE**LOCATION:** Virtual**TIME:** 1 – 5 p.m.**INSTRUCTOR:** Katie Curtis

Section	Session Dates
1.1	3/10/2026
1.2	3/17/2026
2	3/24/2026
3	3/31/2026
4	4/7/2026
*5	4/14/2026
6	4/21/2026
7	4/28/2026
8	5/5/2026

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

COHORT 6 – VIRTUAL INSTRUCTOR-LED COURSE**LOCATION:** Virtual**TIME:** 1 – 5 p.m.**INSTRUCTOR:** Tom Atchison

Section	Session Dates
1.1	3/25/2026
1.2	4/1/2026
2	4/8/2026
3	4/15/2026
4	4/22/2026
*5	4/29/2026
6	5/6/2026
7	5/13/2026
8	5/20/2026

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

COHORT 7 – IN-PERSON INSTRUCTOR-LED COURSE**LOCATION:** Chemeketa Center for Business & Industry
626 High St. NE Salem**TIME:** 8:30 a.m. – 4:30 p.m.**INSTRUCTOR:** Patricia Hutchings

Section	Session Dates
1	4/1/2026
2	4/8/2026
3	4/15/2026
4	4/22/2026
5	4/29/2026
6	5/6/2026
7	5/13/2026
8	5/20/2026

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.

COHORT 8 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual

TIME: 8 a.m. – noon

INSTRUCTOR: Tom Atchison

Section	Session Dates
1.1	4/16/2026
1.2	4/23/2026
2	4/30/2026
3	5/7/2026
4	5/14/2026
*5	5/21/2026
6	5/28/2026
7	6/4/2026
8	6/11/2026

*Section 5 will be via Zoom from 8:30 a.m.– 4:30 p.m.