DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

MANAGEMENT EDUCATION SERIES: FOUNDATIONAL TRAINING PROGRAM

Overview

This instructor-led program equips managers with foundational skills they can put to use right away in the workplace. Cohorts are offered both as instructor-led virtual courses and in-person.

This training is required for managers new to managing in state government. 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.

Training Details

There are two tracks available to participants: New Manager Training – for managers with less than two years of management experience and Experienced Manager Training - for managers who have more than two years of experience managing outside of state government.

Enrollment

Managers must enroll on the waitlist for a training cohort; 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.

Length

Managers are required to participate in two courses: All-Manager Training and either New Manager Training or Experienced Manager Training.

In-person cohorts include two full days of classroom instruction. Virtual cohorts consist of four half-day sessions, held once per week.

Cost

$500

Topics

New Manager Training

- Enterprise Manager Competencies
- Communication
- Intentional Engagement
- Creating a Diverse and Inclusive Workplace
- Mentoring and Developing Employees

Experienced Manager Training

- Enterprise Manager Competencies
- Creating a Culture of Innovation
- Intentional Engagement
- Creating a Diverse and Inclusive Workplace

Registration

To register, visit the Foundational Training page in Workday Learning. You will be prompted to log into Workday first. Once you are logged in, you will be taken directly to the course overview page.

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.

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.

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

2027 Cohort Schedule

Enrollment opens two months prior to training start date or as previous cohorts become full. Enrollment closes 20 days before the training begins, unless the minimum enrollment requirement has not been met.

Cohort 1 (New Manager) – Virtual Instructor-Led Course

Location: Virtual
Time: 1 to 4:45 p.m.
Instructor: Tom Atchison

Section	Date
1	1/6/2027
2	1/13/2027
3	1/20/2027
4	1/27/2027
All Manager Day (8:30 a.m. to 4 p.m.)	2/3/2027

Cohort 2 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
All Manager Day (8:30 a.m. to 4 p.m.)	2/3/2027
1	2/11/2027
2	2/18/2027
3	2/25/2027
4	3/4/2027

Cohort 3 (Experienced Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
1	2/23/2027
2	3/2/2027
3	3/9/2027
4	3/16/2027
All Manager Day (8:30 a.m. to 4 p.m.)	3/23/2027

Cohort 4 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Tom Atchison

Section	Date
1	2/24/2027
2	3/3/2027
3	3/10/2027
4	3/17/2027
All Manager Day (8:30 a.m. to 4 p.m.)	3/23/2027

Cohort 5 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Tom Atchison

Section	Date
1	4/7/2027
2	4/14/2027
3	4/21/2027
4	4/28/2027
All Manager Day (8:30 a.m. to 4 p.m.)	5/5/2027

Cohort 6 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
All Manager Day (8:30 a.m. to 4 p.m.)	5/5/2027
1	5/12/2027
2	5/19/2027
3	5/26/2027
4	6/2/2027

Cohort 7 (Experienced Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Tom Atchison

Section	Date
1	5/20/2027
2	5/27/2027
All Manager Day (8:30 a.m. to 4 p.m.)	6/3/2027
3	6/10/2027
4	6/17/2027

Cohort 8 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
1	5/25/2027
All Manager Day (8:30 a.m. to 4 p.m.)	6/3/2027
2	6/8/2027
3	6/15/2027
4	6/22/2027

Cohort 9 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
1	7/13/2027
2	7/20/2027
3	7/27/2027
4	8/3/2027
All Manager Day (8:30 a.m. to 4 p.m.)	8/12/2027

Cohort 10 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Tom Atchison

Section	Date
1	7/29/2027
2	8/5/2027
All Manager Day (8:30 a.m. to 4 p.m.)	8/12/2027
3	8/19/2027
4	8/26/2027

Cohort 11 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Pamela Moore

Section	Date
1	8/18/2027
2	8/25/2027
3	9/1/2027
4	9/8/2027
All Manager Day (8:30 a.m. to 4 p.m.	9/16/2027

Cohort 12 (Experienced Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Tom Atchison

Section	**Date**
1	9/2/2027
2	9/9/2027
All Manager Day (8:30 a.m. to 4 p.m.)	9/16/2027
3	9/23/2027
4	9/30/2027

Cohort 13 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 8:15 a.m. to noon

Instructor: Tom Atchison

Section	Date
1	10/7/2002
2	10/14/2027
3	10/21/2027
4	10/28/2027
All Manager Day (8:30 a.m. to 4 p.m.	11/2/2027

Cohort 14 (Experienced Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
1	10/20/2027
2	10/27/2027
All Manager Day (8:30 a.m. to 4 p.m.)	11/2/2027
3	11/10/2027
4	11/17/2027

Cohort 15 (New Manager) – Virtual Instructor-Led Course

Location: Virtual

Time: 1 to 4:45 p.m.

Instructor: Pamela Moore

Section	Date
All Manager Day (8:30 a.m. to 4 p.m.)	11/2/2027
1	11/9/2027
2	11/16/2027
3	11/23/2027
4	11/30/2027