

**OVERVIEW:** The purpose of this training program is to provide HR Professionals technical knowledge and skill in the different functions of HR in Oregon state government.

This is an instructor-led training program, and all the cohorts are offered virtually.

**AUDIENCE:** Applicants for the training program must be:

- A current full-time state employee.
- Be in human resources or a management service position.
- Have approval from their manager to participate.

**LENGTH:** The cohort consists of five half-day sessions.

**COST:** There is no cost to attend if you are accepted into the training program.

**TOPICS:**

1. Overview of Oregon State Government
2. Structure of HR in Oregon State Government
3. Functions of HR in Oregon State Government:
  - a. Employee Relations
  - b. Statewide HR Policies
  - c. Integrating DEI into the Employee Life Cycle
  - d. Recruitment and Selection
  - e. Conducting Investigations
  - f. Harassment, Retaliation, and Whistleblowing
  - g. Leave Law Landmines
  - h. Classification and Compensation
  - i. Position Management Panel
  - j. HR Analytics
  - k. Employee Engagement

**APPLICATION:** There is an application process before being eligible to participate in the program. See schedule below for more information on the application timeline.

**REGISTRATION:** If you are accepted into the training program, then you will be registered in Workday by CHRO.

**QUESTIONS:** If you have any questions about the program, please contact Brandy Meng at [chro.training@das.oregon.gov](mailto:chro.training@das.oregon.gov) or 503-480-6626.

## 2023 COHORT SCHEDULE

### COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE

COHORT 1 APPLICATION TIMELINE	
Applications Open:	January 3, 2023
Applications Close:	January 17, 2023
Applicants Notified:	Week of January 23, 2023

When applications open the link will be posted here with the schedule as well as on the [HR training web site](#).

COHORT 1 SCHEDULE		
Sessions	Date	Time
*Virtual Session 1	February 21, 2023	8am to 12:30pm
Virtual Session 2	February 28, 2023	8am to 12:15pm
Virtual Session 3	March 7, 2023	8:30am to Noon
Virtual Session 4	March 14, 2023	8am to Noon
Virtual Session 5	March 28, 2023	8am to Noon

### COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

COHORT 2 APPLICATION TIMELINE	
Applications Open:	July 10, 2023
Applications Close:	July 24, 2023
Applicants Notified:	Week of July 31, 2023

When applications open the link will be posted here with the schedule as well as on the [HR training web site](#).

COHORT 2 SCHEDULE		
Sessions	Date	Time
*Virtual Session 1	September 12, 2023	8am to 12:30pm
Virtual Session 2	September 19, 2023	8am to 12:15pm
Virtual Session 3	September 26, 2023	8:30am to Noon
Virtual Session 4	October 3, 2023	8am to Noon
Virtual Session 5	October 10, 2023	8am to Noon

\*If you are accepted into a cohort and miss the first session, you will be dropped from the cohort and will need to re-apply for a future cohort.