DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

MANAGEMENT EDUCATION SERIES: FOUNDATIONAL TRAINING PROGRAM

Overview

This instructor-led program equips managers with foundational skills they can use right away in the workplace. All cohorts are offered as instructor-led virtual classes.

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.

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.

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

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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.

Schedule subject to change due to enrollment. Please see Workday Learning to enroll in open courses.

2026 Cohort 28 (New Manager) – Virtual Instructor-Led Course

Location: Virtual
Time: 8:00 a.m. to noon
Instructor: Pamela Moore

Section	Date
1	12/8/2026
2	12/15/2026
3	12/22/2026
4	12/29/2026
All Manager Day (8:30am to 3pm)	1/5/2027

2027 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