

OVERVIEW: The purpose of the program is to identify knowledge and skills you currently have and strengthen those you want to develop relating to the [enterprise manager competencies](#) which are needed to become an effective manager. You will walk away with a plan for developing yourself to become ready for a management role.

This is an instructor-led training program and some of the cohorts are offered virtually, and others are in-person in Salem.

As part of the program, participants will conduct an informational interview with experienced managers to help them develop their management roadmap and need to complete an online course covering Oregon Government Ethics law.

AUDIENCE: Team leads or employees interested in exploring management as a next career step.

LENGTH: The in-person cohorts are a total of 2-days of in-class time. The virtual cohorts consist of six sessions that are two hours long each session.

COST: \$150

TOPICS:

- Introduction to Management
- Learning Agility
- Team Building and Motivation
- Self-Awareness
- Productivity Skills
- Facilitation Fundamentals
- Feedback that Works
- Interpersonal Savvy
- Innovative Problem Solving

REGISTRATION: To register go to <https://tinyurl.com/EMERGINGregistration> (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.

Waitlist: If you enroll into a full cohort, you will be added to the waitlist and will not be able to register into another cohort that has openings.

****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: A participant may not miss 30 minutes or more of a training session. If a participant misses 30 or more minutes of the session, they will be required to attend the full session again with a future offering to receive course completion.

CANCELLATION POLICY: A learner may cancel a registration with no penalty 30 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 30 calendar days prior to the first class or if they do not show up to the class. A substitute can be sent if the learner is unable to attend.

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

2023 COHORT SCHEDULE

COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	January 10, 2023	9am to 11am
Virtual Session 2	January 11, 2023	9am to 11am
Virtual Session 3	January 12, 2023	9am to 11am
Part 2	Date	Time
Virtual Session 4	February 7, 2023	9am to 11am
Virtual Session 5	February 8, 2023	9am to 11am
Virtual Session 6	February 9, 2023	9am to 11am

COHORT 2 – CLASSROOM COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203

SESSION DATES: 1. January 17, 2023, 8:30am to 4:30pm
2. February 14, 2023, 8:30am to 4:30pm

COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	February 21, 2023	9am to 11am
Virtual Session 2	February 22, 2023	9am to 11am
Virtual Session 3	February 23, 2023	9am to 11am
Part 2	Date	Time
Virtual Session 4	March 14, 2023	9am to 11am
Virtual Session 5	March 15, 2023	9am to 11am
Virtual Session 6	March 16, 2023	9am to 11am

COHORT 4 – CLASSROOM COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203

SESSION DATES: 1. April 6, 2023, 8:30am to 4:30pm
2. April 27, 2023, 8:30am to 4:30pm

COHORT 5 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	April 11, 2023	9am to 11am
Virtual Session 2	April 12, 2023	9am to 11am
Virtual Session 3	April 13, 2023	9am to 11am
Part 2	Date	Time
Virtual Session 4	May 2, 2023	9am to 11am
Virtual Session 5	May 3, 2023	9am to 11am
Virtual Session 6	May 4, 2023	9am to 11am

COHORT 6 – CLASSROOM COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203

SESSION DATES: 1. May 9, 2023, 8:30am to 4:30pm
2. May 30, 2023, 8:30am to 4:30pm

COHORT 7 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	June 6, 2023	9am to 11am
Virtual Session 2	June 7, 2023	9am to 11am
Virtual Session 3	June 8, 2023	9am to 11am
Part 2	Date	Time
Virtual Session 4	June 27, 2023	9am to 11am
Virtual Session 5	June 28, 2023	9am to 11am
Virtual Session 6	June 29, 2023	9am to 11am

COHORT 8 – CLASSROOM COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203

SESSION DATES: 1. June 15, 2023, 8:30am to 4:30pm
2. July 11, 2023, 8:30am to 4:30pm

COHORT 9 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	September 5, 2023	9am to 11am
Virtual Session 2	September 6, 2023	9am to 11am
Virtual Session 3	September 7, 2023	9am to 11am
Part 2	Date	Time
Virtual Session 4	September 26, 2023	9am to 11am
Virtual Session 5	September 27, 2023	9am to 11am
Virtual Session 6	September 28, 2023	9am to 11am

COHORT 10 – CLASSROOM COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203

SESSION DATES: 1. September 19, 2023, 8:30am to 4:30pm
2. October 17, 2023, 8:30am to 4:30pm