

OVERVIEW: This program covers critical foundational skills for managers that can be applied immediately in the workplace. This is an instructor-led training program and some of the cohorts are offered virtually, and others are in-person in Salem. During the break between each session, the participants are required to work on homework that applies the skills they learned previously.

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

LENGTH: The in-person cohorts are a total of eight days of in-class time. The virtual cohorts consist of nine half day sessions. Participants will attend 1 session per week.

COST: \$500

TOPICS:

<p>Section 1</p> <ul style="list-style-type: none">• Defining Management• Building Trust• Emotional Intelligence• Flexing Your Work Style• Enterprise Manager Values & Competencies <p>Section 2</p> <ul style="list-style-type: none">• Time Management & Prioritization• Motivating Employees• Enhancing Team Cohesion <p>Section 3</p> <ul style="list-style-type: none">• Communicating Expectations• Assigning and Delegating Work• Feedback that Works• Coaching <p>Section 4</p> <ul style="list-style-type: none">• Creating a Culture of Accountability• Performance Accountability & Feedback Model• Planning Phase• Monitoring Phase• Quarterly Performance Feedback	<p>Section 5</p> <ul style="list-style-type: none">• Labor Relations• Recruiting and Hiring• Position Management• Employee Engagement <p>Section 6</p> <ul style="list-style-type: none">• Addressing Conflict• Difficult Conversations• Preventing Burn-out <p>Section 7</p> <ul style="list-style-type: none">• SMARTER Goal Setting• Meeting Internal Customer Needs• Meeting Management <p>Section 8</p> <ul style="list-style-type: none">• Professional Networking• Increasing Your Organizational Awareness• Managing Up• Professional Development
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REGISTRATION: To register go to <https://tinyurl.com/FOUNDATIONALregistration> (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 – IN-PERSON INSTRUCTOR-LED COURSE

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

TIME: 8:30am to 4:30pm

Table with 2 columns: Section, SESSION DATES. Rows include sections 1 through 8 with dates from 1/18/23 to 3/8/23.

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual

TIME: 8am to 12pm

Table with 2 columns: Section, SESSION DATES. Rows include sections 1.1 through 8 with dates from 2/2/23 to 4/7/23.

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual
TIME: 8am to 12pm

Section	SESSION DATES
1.1	3/9/23
1.2	3/16/23
2	3/23/23
3	3/30/23
4	4/6/23
5	4/13/23
6	4/20/23
7	4/27/23
8	5/4/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 4 – IN-PERSON INSTRUCTOR-LED COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High St. NE Salem
TIME: 8:30am to 4:30pm

Section	SESSION DATES
1	4/5/23
2	4/12/23
3	4/19/23
4	4/26/23
5	5/3/23
6	5/10/23
7	5/17/23
1 8	5/24/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 5 – IN-PERSON INSTRUCTOR-LED COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High St. NE Salem
TIME: 8:30am to 4:30pm

Section	SESSION DATES
1	6/14/23
2	6/21/23
3	6/28/23
4	7/5/23
5	7/12/23
6	7/19/23
7	7/26/23
1 8	8/2/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 6 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual
TIME: 8am to 12pm

Section	SESSION DATES
1.1	7/11/23
1.2	7/18/23
2	7/25/23
3	8/1/23
4	8/8/23
5	8/15/23
6	8/22/23
7	8/29/23
8	9/12/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 7 – IN-PERSON INSTRUCTOR-LED COURSE

LOCATION: Chemeketa Center for Business & Industry
626 High St. NE Salem
TIME: 8:30am to 4:30pm

Section	SESSION DATES
1	8/23/23
2	8/30/23
3	9/6/23
4	9/13/23
5	9/20/23
6	9/27/23
7	10/4/23
8	10/11/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 8 – VIRTUAL INSTRUCTOR-LED COURSE

LOCATION: Virtual
TIME: 8am to 12pm

Section	SESSION DATES
1.1	10/3/23
1.2	10/10/23
2	10/17/23
3	10/24/23
4	10/31/23
5	11/7/23
6	11/14/23
7	11/28/23
8	12/5/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 9 – IN-PERSON INSTRUCTOR-LED COURSE

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

TIME: 8:30am to 4:30pm

Section	SESSION DATES
1	10/19/23
2	10/26/23
3	11/2/23
4	11/9/23
5	11/16/23
6	11/30/23
7	12/7/23
8	12/14/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

COHORT 10 – IN-PERSON INSTRUCTOR-LED COURSE

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

TIME: 8:30am to 4:30pm

Section	SESSION DATES
1	10/25/23
2	11/1/23
3	11/8/23
4	11/15/23
5	11/29/23
6	12/6/23
7	12/13/23
8	12/20/23

*Section 5 will be conducted via Zoom from 8:30am – 3:45pm

