

<b>OVERVIEW:</b>	<p>This training program will provide a high-level overview of human resources in Oregon state government for participants who are not in a human resources position. There will be a break in between the sessions so participants can work on writing a development plan and conduct informational interviews with HR Professionals. The purpose of this level is to give non-HR employees exposure to the field of HR to determine if that is a career path, they would be interested in.</p> <p>This is an instructor-led training program, and all the cohorts are delivered virtually.</p>
<b>AUDIENCE:</b>	<p>The target audience is current Oregon state government employees who want to explore moving into HR.</p>
<b>LENGTH:</b>	<p>The cohorts consist of three half-day sessions.</p>
<b>COST:</b>	<p>\$225</p>
<b>TOPICS:</b>	<ol style="list-style-type: none"><li>1. HR Business Partner Framework</li><li>2. The Evolution of HR</li><li>3. Developing Your HR Competencies</li><li>4. Overview of Oregon State Government</li><li>5. Structure of HR in Oregon State Government</li><li>6. Functions of HR in Oregon State Government<ul style="list-style-type: none"><li>• Legal Issues in HR</li><li>• Employee Relations</li><li>• Recruitment and Selection</li><li>• Classification and Compensation</li><li>• Diversity, Equity, and Inclusion</li><li>• Overview of Workday</li></ul></li></ol>
<b>REGISTRATION:</b>	<p>To register go to <a href="https://wd5.myworkday.com/oregon/email-universal/inst/17815\$3699/rel-task/2997\$10951.html">https://wd5.myworkday.com/oregon/email-universal/inst/17815\$3699/rel-task/2997\$10951.html</a> (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.</p> <p><b>Waitlist:</b> 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.</p>
<b>CANCELLATION POLICY:</b>	<p>A learner may cancel a registration with no penalty 15 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 15 calendar days prior to the first class or if they do not show up to the class.</p>
<b>QUESTIONS:</b>	<p>If you have any questions about the program, please contact the training team at <a href="mailto:chro.training@das.oregon.gov">chro.training@das.oregon.gov</a>.</p>

**2026 COHORT SCHEDULE:****COHORT 1 – VIRTUAL INSTRUCTOR-LED COURSE**

SESSIONS	DATE	TIME
Virtual Session 1	January 21, 2026	8:00 a.m. to noon
Virtual Session 2	January 22, 2026	8:00 a.m. to 2:00 p.m.
Virtual Session 3	February 11, 2026	8:00 a.m. to noon

**COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE**

SESSIONS	DATE	TIME
Virtual Session 1	April 8, 2026	8:00 a.m. to noon
Virtual Session 2	April 9, 2026	8:00 a.m. to 2:00 p.m.
Virtual Session 3	April 30, 2026	8:00 a.m. to noon

**COHORT 3 – VIRTUAL INSTRUCTOR-LED COURSE**

SESSIONS	Date	Time
Virtual Session 1	July 28, 2026	8:00 a.m. to noon
Virtual Session 2	July 29, 2026	8:00 a.m. to 2:00 p.m.
Virtual Session 3	August 19, 2026	8:00 a.m. to noon

**COHORT 4 – VIRTUAL INSTRUCTOR-LED COURSE**

SESSIONS	Date	Time
Virtual Session 1	October 6, 2026	8:00 a.m. to noon
Virtual Session 2	October 7, 2026	8:00 a.m. to 2:00 p.m.
Virtual Session 3	October 27, 2026	8:00 a.m. to noon