

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: \$225

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: Participant must attend Session 1 as scheduled or enrollment will be cancelled and payment forfeited. Absences of 30 or more minutes will require a make-up session to complete the program. Absences of two days or more will result in enrollment cancellation and payment forfeiture.

- 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 meet attendance requirements. Payment cannot be transferred to a future enrollment if enrollment is cancelled less than 30 days prior to Session 1 or if learner’s enrollment is cancelled because they did not meet the attendance requirements.
- QUESTIONS:** If you have any questions about the program, please contact the CHRO training team at chro.training@das.oregon.gov.

2024 COHORT SCHEDULE

COHORT 1 – CLASSROOM COURSE

- LOCATION:** Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203
- SESSION DATES:**
1. January 4, 2024 8:30am to 4:30pm
 2. February 1, 2024 8:30am to 4:30pm

COHORT 2 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	January 9, 2024	9am to 11am
Virtual Session 2	January 10, 2024	9am to 11am
Virtual Session 3	January 11, 2024	9am to 11am
Part 2	Date	Time
Virtual Session 4	February 6, 2024	9am to 11am
Virtual Session 5	February 7, 2024	9am to 11am
Virtual Session 6	February 8, 2024	9am to 11am

COHORT 3 – CLASSROOM COURSE

- LOCATION:** Chemeketa Center for Business & Industry
626 High Street NE Salem | Room 203
- SESSION DATES:**
1. March 7, 2024 8:30am to 4:30pm
 2. April 11, 2024 8:30am to 4:30pm

COHORT 4 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	March 12, 2024	9am to 11am
Virtual Session 2	March 13, 2024	9am to 11am
Virtual Session 3	March 14, 2024	9am to 11am
Part 2	Date	Time
Virtual Session 4	April 2, 2024	9am to 11am
Virtual Session 5	April 3, 2024	9am to 11am
Virtual Session 6	April 4, 2024	9am to 11am

COHORT 5 – VIRTUAL INSTRUCTOR-LED COURSE

Part 1	Date	Time
Virtual Session 1	May 7, 2024	9am to 11am
Virtual Session 2	May 8, 2024	9am to 11am
Virtual Session 3	May 9, 2024	9am to 11am
Part 2	Date	Time
Virtual Session 4	June 11, 2024	9am to 11am
Virtual Session 5	June 12, 2024	9am to 11am
Virtual Session 6	June 13, 2024	9am to 11am

COHORT 6 – CLASSROOM COURSE

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

SESSION DATES: 1. May 30, 2024 8:30am to 4:30pm
2. June 20, 2024 8:30am to 4:30pm
