



### BTD's Vision

Empower, educate, prepare, and inspire state workers to grow to their full potential so they may best serve the public.

## October-December 2022

# Quarter 4 Training Offerings



### Online and Onsite Classes



Check out our trainings listed below.

Our Training and Development Specialists offer a wide variety of trainings open to all state employees. Trainings are offered both in person and virtually. Have a training need that doesn't appear in this quarter's offerings? Team leads can complete our [training request form here](#) to connect with BTD!



### Registration

Register in your Enterprise Learning Management System (via the "My Learning" tile in STAR).

Unless specifically noted, registration deadlines are 48 hours prior to the start of the session or earlier if capacity has been reached. Facilitators are unable to approve late registrations. Please do not forward or share training links as they are for registered participants only.



# Quarter 4, 2022 Training Schedule

\*If no location is noted, the training will be held virtually

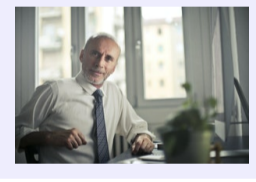
## October

- 10/4/22 9-11:30 AM **Data Storytelling**
- 10/5/22 9-11 AM **Diversity, Equity, Inclusion, & You Part 1**
- 10/6/22 10 AM-12 PM **Coaching: Unlocking Potential @ Hill Farms**

- 10/6/22 1-3 PM **Tools for Remote and Hybrid Workers**
- 10/11/22 2-4 PM **Imposter Syndrome**
- 10/12/22 9-11 AM **Conversational Intelligence**
- 10/18/22 9-11 AM **Managing Time and Priorities**

- 10/19/22 8:30-10:30 AM **Diversity, Equity, Inclusion, & You Part 2**
- 10/19/22 9 AM-12 PM **Introduction to Project Management: Project Management in Action**
- 10/20/22 9-11 AM **Generating Buy-In**
- 10/25/22 9-11 AM **Effective E-mails**

- 10/26/22 8 AM-12 PM **Strengths 1 & 2: Discover Your Strengths \*Cost associated\***
- 10/27/22 9:30-10:30 AM **Change your Outlook, Change your Life**



## November

- 11/1/22 9-11 AM **Just DO It. Stop Procrastinating**
- 11/2/22 9-11 AM **Respecting Differences**

- 11/3/22 9-11 AM **Plain Language**
- 11/8/22 9 AM-12 PM **Emotional Intelligence and Communication Part 1**
- 11/9/22 10-11:30 AM **Fostering Accountability**
- 11/10/22 8:30 AM-12:30 PM **A Project Management Practicum @ DOA**

- 11/10/22 9 AM-12 PM **Working with Difficult Customers**
- 11/10/22 1:30-2:30 PM **Introduction to Mindfulness @ Hill Farms or virtually**
- 11/15/22 1-3 PM **Diversity, Equity, Inclusion, & You Part 3**
- 11/16/22 9-11 AM **Productivity Hacks**

- 11/17/22 8 AM-12 PM **Strengths 3: Strengths-Based Partnerships**
- 11/22/22 9:30-10:30 AM **Gratitude in the Workplace**
- 11/29/2022 9-11 AM **Diversity, Equity, Inclusion, & You Part 1**
- 11/30/22 9-11 AM **Virtual Meetings with Impact**

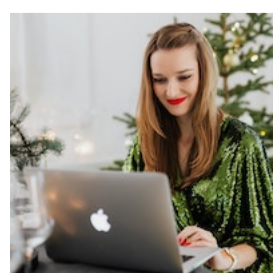
## December

- 12/1/22 9 AM-12 PM **Managing Difficult Conversations**
- 12/6/22 1-2:30 PM **Yes You Can. Boosting Your Confidence and Self-Esteem**

- 12/7/22 12:30-3:30 PM **Emotional Intelligence and Communication Part 2**
- 12/7/22 9:30-11:30 AM **Surviving Change for Managers**
- 12/8/22 10-11 AM **Own Your Behaviors for Communication Success**
- 12/8/22 1-3 PM **Diversity, Equity, Inclusion, & You Part 2**

- 12/13/22 8 AM-12 PM **Strengths 4: Strengths at Work**
- 12/13/22 1-3 PM **The Power of Positive Criticism**
- 12/14/22 8:30 AM-12:30 PM **A Project Management Practicum @ DOA**
- 12/14/22 10 AM-12 PM **GROW Coaching for Non-Managers**

- 12/14/22 1-3 PM **Diversity, Equity, Inclusion, & You Part 3**
- 12/15/22 9-11 AM **FOCUS: Finding Focus in a Distracting World**



All virtual trainings are held via Microsoft Teams.

