

Bureau of Training and Development



2024

July, August, and September

Training Opportunities



Instructor-Led



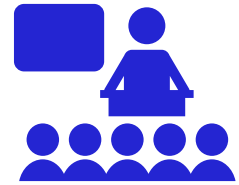
On-Demand



**BTD's
Vision:**

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

Instructor-Led Training



Check out our instructor-led trainings listed below.

Our Training and Development Specialists offer a variety of trainings open to all state employees.

To register, select any linked training title below (requires log in to STAR ESS), then select the session date.

You may also register through the [Enterprise Learning Management System](#). Log in to STAR ESS. You will be taken to your agency's learning management system welcome page where you can search for trainings.

Advance registration is required for all instructor-led trainings.

Registration deadlines vary. View each training's registration page for registration deadline and additional training information.

Have a training need that doesn't appear in this quarter's offerings? Team leaders can complete our [training request form](#) to connect with BTB!

On-Demand Online Training

Over 2,000 on-demand online trainings available to you!

Topics include communication, teamwork, Microsoft Office, productivity, diversity and inclusion, and much more. Trainings are refreshed regularly.

Log in to STAR ESS to access the [Enterprise Learning Management System](#). You will be taken to your agency's learning management system welcome page where you can search for on-demand online trainings.

For example, searching for "*Communication*" yields 400 results, including the following titles:

- Clear Communication is Inclusive Communication
- Better Business Communication: The Essential Elements of Effective Verbal Communication
- Nonverbal Communication
- Communication Toolkit: Overcommunicating
- Communication Toolkit: Transparency
- What's Your Communication Style?
- Build Productive Communication Norms on Your Team
- Virtual Communication Masterclass
- Communication and Collaboration
- Communicate Effectively with Your Remote Team



Quarter 3 In-Person Training Opportunities

Connect
Engage
Collaborate



Strengths 1 & 2: Discover Your Strengths

Tuesday, July 23rd

8:30 AM-12:00 PM

DOA-Madison/Wisconsin Room

Productivity Hacks

Wednesday, August 14th

10:00 AM-12:00 PM

DOA-Madison/Yahara Room



A Project Management Practicum

Thursday, September 12th

9:00 AM-12:00 PM

DOA-Madison/Wisconsin Room

Approachability

Thursday, September 19th

10:00 AM-12:00 PM

Hill Farms-Madison/Room N115



Quarter 3



2024

Instructor-Led Training Schedule

If no location is noted, the training will be held virtually.
Current month schedule is in [Events Calendar](#) on your [learning management system welcome page](#).

July

7/2/2024 9:00 AM-12:00 PM

[Conflict Management](#)

7/23/2024 9:00-11:30 AM

[FOCUS: Finding Focus in a Distracting World](#)

7/9/2024 9:00-11:00 AM

[Managing Stress and Building Resilience](#)

7/23/2024 1:00-4:00 PM

[Managing Difficult Conversations](#)

7/9/2024 1:00-4:00 PM

[DISC 1: DISC Introduction](#) *cost associated*

7/24/2024 9:00 AM-12:00 PM

[Introduction to Project Management:
Project Management in Action](#)

7/10/2024 12:30-2:00 PM

[Dare to Lead Part 2-Virtual Book Club](#)

7/24/2024 9:00-11:00 AM

[Transitions & Teams](#)

7/10/2024 1:00-3:00 PM

[Just DO It. Stop Procrastinating](#)

7/24/2024 12:30-3:30 PM

[Coaching: Understanding the Basics](#)

7/11/2024 9:00-11:00 AM

[GROW Coaching for Non-Managers](#)

7/25/2024 10:00 AM-12:00 PM

[Diversity, Equity, Inclusion & You Part 1](#)

7/11/2024 1:00-3:00 PM

[Building Blocks of a Team](#)

7/30/2024 1:00-3:00 PM

[Conversational Intelligence](#)

7/16/2024 10:00 AM-12:00 PM

[Engaging ALL of Your Meeting Participants](#)

7/31/2024 12:30-2:00 PM

[Dare to Lead Part 3-Virtual Book Club](#)

7/23/2024 8:30 AM-12:00 PM

[Strengths 1 & 2: Discover Your Strengths](#)

cost associated @ DOA-Madison

August

8/1/2024 9:30 AM-12:00 PM

DISC 2: Using DISC to Improve Communication

8/1/2024 12:30-3:30 PM

Emotional Intelligence and Communication Part 1: Self-Awareness and Self-Regulation

8/7/2024 9:00-11:00 AM

Plain Language

8/7/2024 1:00-3:00 PM

Managing Remote Workers

8/8/2024 12:30-3:30 PM

Emotional Intelligence and Communication Part 2: Social Awareness and Relationship Management

8/13/2024 1:00-3:00 PM

The Trust Equation

8/14/2024 10:00 AM-12:00 PM

Productivity Hacks @ DOA-Madison



8/14/2024 12:30-2:00 PM

Dare to Lead Part 4-Virtual Book Club

8/15/2024 10:00 AM-12:00 PM

Diversity, Equity, Inclusion & You Part 2

8/21/2024 8:30 AM-12:30 PM

Strengths 3: Strengths-Based Partnerships

8/22/2024 9:00-11:00 AM

Growth Mindset

8/27/2024 9:00-11:00 AM

Virtual Meetings with Impact

8/28/2024 9:00-11:00 AM

Team Dynamics

8/29/2024 9:00 AM-12:00 PM

Introduction to Project Management: Project Management in Action

8/29/2024 9:00-10:30 AM

The Power of Values



September

9/4/2024 9:00-11:00 AM
[Effective Listening](#)

9/5/2024 9:00 AM-12:00 PM
[Working with Difficult Customers](#)

9/10/2024 9:00-11:00 AM
[Effective Emails](#)

9/10/2024 1:00-3:30 PM
[Data Storytelling](#)

9/11/2024 9:00-11:00 AM
[Unmasking Imposter Syndrome](#)

9/12/2024 9:00 AM-12:00 PM
[A Project Management Practicum @ DOA-Madison](#)

9/12/2024 10:00 AM-12:00 PM
[Diversity, Equity, Inclusion & You Part 3](#)

9/18/2024 9:00-11:00 AM
[Managing Time and Priorities](#)

9/19/2024 10:00 AM-12:00 PM
[Approachability @ Hill Farms-Madison](#)

9/19/2024 1:00-3:00 PM
[Trust and Delegation](#)

9/24/2024 1:00-3:00 PM
[Generations in the Workplace](#)

9/25/2024 1:00-3:00 PM
[Managing Burnout](#)

9/26/2024 8:30 AM-12:30 PM
[Strengths 4: Strengths @ Work](#)



All virtual trainings are held
via Microsoft Teams.

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and Development**

