



Have a training need that doesn't appear in this quarter's offerings?

Team leads, complete our [training request form here](#) to connect with BTD!



Your Enterprise Training Offerings

July-September 2022

BTD's Vision

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

Check out our trainings on page two!

Our Training and Development Specialists offer a wide variety of trainings. Trainings are offered both in person and virtually.



Training Schedule

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



September

9/7 | 9:00 - 11:00 AM | Trust and Delegation
9/8 | 8:30 AM - 12:30 PM | Strengths 4: Strengths at Work

9/13 | 1:00 - 3:00 PM | Relationships in the Workplace

9/13 | 1:30 - 3:00 PM | Managing Burnout
9/14 | 1:00 - 4:00 PM | Managing Difficult Conversations, in person @ Dept. of Admin., 101 E Wilson St., Madison

9/14 | 1:00 - 3:00 PM | Diversity, Equity, Inclusion, and You (Part 1)

9/20 | 9:00 - 10:30 AM | Coaching in Action: Empathy and Listening

9/20 | 1:00 - 3:00 PM | Diversity, Equity, Inclusion, and You (Part 2)

9/20 | 1:00 - 3:00 PM | Building Blocks of a Team
9/22 | 8:30 AM - 12:30 PM | Hybrid Meetings with Impact @ Dept. of Admin., 101 E Wilson St., Madison (hybrid, offered in person and virtually)

9/22 | 9:30 - 10:30 AM | The Power of Introverts

9/27 | 9:00 - 10:30 AM | Effective Emails

9/27 | 1:00 - 3:00 PM | Diversity, Equity, Inclusion, and You (Part 3)

9/29 | 9:30 - 11:30 AM | Managing Stress and Building Resilience

Registration

Register in Cornerstone (via the "My Learning" tile in STAR).

Registration is open until capacity is reached or until 48 hours in advance of session. Please view specific sessions for details.



All virtual trainings are held via Microsoft Teams.

July

7/6 | 9:00 - 11:00 AM | Coaching: Unlocking Potential

7/7 | 9:00 - 10:30 AM | Engaging ALL of Your Meeting Participants

7/12 | 9:00 - 11:00 AM | Tools for Remote and Hybrid Workers

7/13 | 1:00 - 3:00 PM | Trust and Delegation

7/14 | 8:30 AM - 12:00 PM | Plain Language Workshop, in person @ Dept. of Admin., 101 E Wilson St., Madison

7/14 | 9:00 - 11:00 AM | Unmasking Imposter Syndrome

7/19 | 9:30 - 11:30 AM | Conversational Intelligence

7/21 | 9:30 - 11:00 AM | The Power of Values

7/26 | 9:00 AM - 12:00 PM | Managing Difficult Conversations

7/27 | 9:00 - 11:00 AM | Workplace Memory Skills

7/27 | 1:00 - 3:00 PM | Respect in the Workplace

7/28 | 8:00 AM - 12:00 PM | Strengths 1 and 2: Discover Your Strengths (cost associated)

August

8/9 | 1:00 - 3:00 PM | FOCUS: Finding Focus in a Distracting World

8/10 | 9:00 - 11:00 AM | Diversity, Equity, Inclusion, and You (Part 1)

8/11 | 8:30 AM - 12:30 PM | Strengths 3: Strengths-Based Partnerships

8/16 | 9:00 - 11:00 AM | Plain Language

8/16 | 2:00 - 4:00 PM | GROW Coaching for Non-Managers

8/18 | 1:00 - 2:30 PM | Coaching in Action: The Big Questions

8/23 | 1:30 - 3:30 PM | Generations in the Workplace

8/25 | 10:00 AM - 12:00 PM | Diversity, Equity, Inclusion, and You (Part 2)

8/30 | 9:00 - 11:00 AM | Diversity, Equity, Inclusion, and You (Part 3)

8/30 | 9:00 AM - 12:00 PM | Working with Difficult Customers

Books@Work Series: Discussion of the **NEW!** book [Impact Players](#) by Liz Wiseman | Open for employees and managers who want to increase their impact! Book not included but available at all major retailers. | Dates/times of series:
8/10 | 9:00 - 10:30 AM | Chapters 1 and 2
8/31 | 9:00 - 10:30 AM | Chapters 3 and 4
9/14 | 9:00 - 10:30 AM | Chapters 5 and 6
9/28 | 9:00 - 10:30 AM | Chapter 7 (end of book)