



April, May, and June

2024

Bureau of Training and Development

# Training Opportunities



Instructor-Led



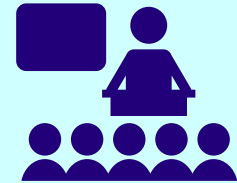
On-Demand



**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](#) (via the "My Learning" tile in STAR).

**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 BTD!

# 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 the [Enterprise Learning Management System](#) (via the "My Learning" tile in STAR) and search a topic of your choice to find on-demand online trainings.

For example, searching for "*Productivity*" yields 125 results, including the following titles:

- Achieving Focus and Productivity at Work
- Use Delegation to Improve Your Team's Productivity
- Master and Overcome Remote Work Information Overload
- How to Avoid Procrastination
- Tips for Productive Remote Work
- Tips for Remote Collaboration
- Build Resilience with an Adaptive Mindset
- Prioritize Work Tasks to Avoid Burnout
- Organize Your Inbox in 60 Seconds
- Identify Your Unproductive Habits



# Quarter 2

# 2024



# Instructor-Led Training Schedule

If no location is noted, the training will be held virtually.  
Current month and Q1 schedules are available in [My Learning in the Events Calendar](#).

## April

4/2/2024 1:00-3:00 PM

**Generating Buy-In**

4/3/2024 9:00-11:00 AM

**Fostering Accountability**

4/10/2024 9:00 AM-12:00 PM

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

4/10/2024 1:00-3:00 PM

**Managing Time and Priorities**

### ***Hybrid Meetings with Impact***

Join us in-person or virtually to **experience** the hybrid environment as you learn how to conduct **productive** and **engaging** hybrid meetings.

**Wednesday, April 24<sup>th</sup> from 12 to 4 PM**

#### **In-Person:**

DNR-Milwaukee  
Milwaukee Harbor Room

#### **Virtually:**

Microsoft Teams

4/11/2024 9:00-11:00 AM

**Giving and Receiving Feedback**

4/11/2024 11:00 AM-12:00 PM

**Change Your Outlook, Change Your Life**

4/12/2024 9:00-11:00 AM

**Diversity, Equity, Inclusion & You Part 1**

4/16/2024 9:00 AM-12:00 PM

**DISC 1: DISC Introduction \*cost associated\***

4/17/2024 9:00-11:00 AM

**Relationships in the Workplace**

4/23/2024 10:00 AM-12:00 PM

**Just DO It. Stop Procrastinating**

4/24/2024 12:00-4:00 PM

**Hybrid Meetings with Impact @ DNR-  
Milwaukee**

4/25/2024 9:00 AM-12:00 PM

**Introduction to Project Management:  
Project Management in Action**

4/30/2024 8:30 AM-12:30 PM

**Strengths 1 & 2: Discover Your Strengths  
\*cost associated\***

# May

5/2/2024 10:00 AM-12:00 PM  
**GROW Coaching for Non-Managers**

5/3/2024 9:00-11:00 AM  
**Diversity, Equity, Inclusion & You Part 2**

5/7/2024 10:00 AM-12:00 PM  
**Yes You Can! Boosting Your Confidence and Self-Esteem**

5/7/2024 1:00-3:00 PM  
**Tools for Remote and Hybrid Workers**

5/8/2024 12:30-3:30 PM  
**Emotional Intelligence and Communication Part 2: Social Awareness and Relationship Management**

5/9/2024 9:00-11:30 AM  
**Plain Language Workshop @ DOA-Madison**

5/14/2024 11:00 AM-12:00 PM  
**Gratitude in the Workplace**

5/15/2024 8:30-11:00 AM  
**Data Storytelling**

5/16/2024 1:00-3:00 PM  
**Managing Burnout**

5/22/2024 9:00-11:00 AM  
**The Power of Positive Criticism**

5/22/2024 10:00-11:30 AM  
**Best Practices for Virtual and Hybrid Training/Presentation**

5/23/2024 8:30 AM-12:30 PM  
**Strengths 3: Strengths-Based Partnerships**

5/23/2024 9:00-11:00 AM  
**Conversational Intelligence**

5/23/2024 1:00-4:00 PM  
**A Project Management Practicum @ DOA-Madison**

5/30/2024 9:00 AM-12:00 PM  
**Conflict Management**

## **Plain Language Workshop**

Join us to learn techniques for **writing in plain language** as well as **designing and organizing** your pages for **easier reading**.

**Bring a current writing project to apply what you learn and get feedback.**

**Thursday, May 9<sup>th</sup> from 9 to 11:30 AM**

**In-Person:  
DOA-Madison  
Wisconsin Room**



# June

6/5/2024 9:30 AM-12:00 PM

**DISC 2: Using DISC to Improve Communication**

6/6/2024 9:00-11:00 AM

**Customer Service Skills**

6/11-12/2024 8:30 AM-4:00 PM  
**2-day Train the Trainer @ Hill Farms-Madison**

6/12/2024 9:00 AM-12:00 PM

**Managing Difficult Conversations**

6/13/2024 10:00 AM-12:00 PM

**Workplace Memory Skills**

6/13/2024 2:00-4:00 PM

**Unmasking Imposter Syndrome**

6/14/2024 9:00-11:00 AM

**Diversity, Equity, Inclusion & You Part 3**



## ***Train the Trainer***

Are you an **expert** in your field but **new to training** others? Then join us for this two-day, in-person workshop.

You'll have the **opportunity to build a training and practice your delivery skills.**

**June 11<sup>th</sup> and 12<sup>th</sup>  
8:30 AM to 4:00 PM**

**In-Person:  
Hill Farms-Madison  
Room N134**

6/19/2024 1:00-3:00 PM

**Effective Emails**

6/20/2024 8:30 AM-12:30 PM

**Strengths 4: Strengths @ Work**

6/25/2024 1:00-3:00 PM

**Virtual Meetings with Impact**

6/26/2024 12:00-2:00 PM

**Dare to Lead Part 1-Virtual Book Club**

6/27/2024 1:00-3:00 PM

**Productivity Hacks**



All virtual trainings are held via Microsoft Teams.

**Bureau of Training and Development**

