



## **Computer Software Skill-Building Classes**

**Tuesday, November 1, 2016**  
**8:30am – 12:00noon**  
**DOA building, Room 540, Training Room**

### **MS Excel – Level 2: Charts and Tables**

Amy Guenthner, Madison College Instructor

This intermediate level workshop will cover how to use charts and tables in MS Excel and will cover the following skills in a hands-on approach.

- Working with Charts
- Logical Functions - Using IF Statements
- Working with Tables

**Tuesday, November 8, 2016**  
**8:30am – 12noon**  
**DOA building, Room 540, Training Room**

### **MS Excel - Level 3: Database Management and Special Database Functions**

Amy Guenthner, Madison College Instructor

This intermediate level computer workshop will cover database management and unique functions in Excel and will cover the following skills in a hands-on approach.

- Database management (filtering data)
- Database functions
- Using VLOOKUP and HLOOKUP functions
- 3-D References
- Consolidating Data
- Linking Cells in Different Workbooks
- Date Functions
- Count Functions
- Protecting a Worksheet
- Round Numbers Up/Down
- Working with fractions
- Freezing Panes

**Thursday, November 10, 2016**  
**8:30am – 12noon**  
**DOA building, Room 540, Training Room**

### **MS Excel – Level 4: PivotTables**

Amy Guenthner, Madison College Instructor

This advanced level workshop will work with Pivot Tables in MS Excel and will cover the following skills in a hands-on approach:

- Creating Cell Names and Ranges
- One Touch Excel Charts
- Working with Macros
- Defining What-If Analysis
- Using Goal Seek
- Using Scenario Manager
- Using Solver
- Analyzing Data with Pivot Tables
- Importing Data into Excel

## **Directions Learning Centers**

*Directions Learning Centers* is a company contracted with the State of Wisconsin that offers instructor-led information technology courses at different company locations for state employees. Go to <http://stateofwisconsin.directionstraining.com> for course titles and registration fees.

# September

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**Thursday, September 15, 2016**  
**11:30am – 12:30pm**  
**DOA building, St. Croix Room**

### **Medicare/Medigap Helpline Services**

Vicki Buchholz, Medigap Helpline Services Supervisor

Health insurance, in particular Medicare, has become more involved in the recent years. Understanding the differences between the original Medicare plan and the alternative plans (i.e. Medicare Advantage) is crucial to preparing for your own coverage for the future. Understanding options for secondary coverage, supplemental or retiree group coverage can also be confusing.

The presentation is an Introduction to the Medigap Helpline Services and will give an overview of the differing types of options helping to narrow what is best for them. This will also give the audience a place to call for help with their questions when they are near to making a change in their healthcare coverage.

**Wednesday, September 21, 2016**  
**12:00noon – 1:00pm (webinar)**  
**DOA building, Yahara Room 114**

### **Myth of Cholesterol**

StayFit Health Education Consultant

A growing body of research and new clinical information is shedding a new perspective about how cholesterol impacts your health. Believe it or not, cholesterol is not the culprit of heart disease; it's inflammation; caused by certain types of food in your diet! This presentation will provide an overview of how inflammation affects cholesterol which can lead to heart disease. If you want to view this webinar at your desk, go to the Well Wisconsin website to register through StayFit. <http://www.wellwisconsin.wi.gov/Home>

**Thursday, September 22, 2016**  
**11:30am – 12:30pm**  
**DOA building, Yahara Room 114**

**Personal Resilience**

Pete Scheller, Consultant

One factor influencing our stress level is how well we manage our energy. The concept of energy management is based on a new way of looking at self-discipline. It challenges the widely held view that time management is the key to work/life balance. Content includes:

- Paradigm shift
- Energy management principles
- Engaged vs. stressed vs. disengaged
- Developing positive rituals

**Wednesday, September 28, 2016**  
**10:00am – 11:00am**  
**DOA building, Yahara Room 114**

**Essentials of an Effective AAAC**

Jennifer Zschernitz, EEO Specialist

The Essentials of an Effective Affirmative Action Advisory Committee (AAAC) course is designed to address three areas: parameters of affirmative action and equal opportunity, structure and planning. Among the topics discussed in this training are statutes, bylaws, policies and procedures, underutilization, statewide programs, roles and responsibilities, goals and work plan. This course is beneficial to new AAAC members at the agency level.

**Fulfills 1 hour of EEO/AA Diversity training.**

**Thursday, September 29, 2016  
8:30am – 12:30pm  
DOA building, St. Croix Room**

**Respectful Workplace**

Bob Gregg, Attorney, Boardman and Clark

This workshop addresses your legal and practical rights and responsibilities in the often-confusing area of harassment, a form of employment discrimination. **This program will explore:**

- The different types of harassment.
- The Federal and State laws addressing harassment.
- The Wisconsin Fair Employment Law and Procedures.
- What are your rights if you are being harassed or accused of harassment?
- What you must do if someone comes to you reporting harassment or you become aware of it.
- And more!

**NOTE: All new employees and new supervisors who have not attended a 4-hour department harassment-training program are required to attend. Supervisors and managers are encouraged to attend this session once every three years as a refresher. This course meets 1 of 2 DOA supervisory core requirements.**

October

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**Well Wisconsin Biometric Screening Event**

**Tuesday, October 4, 2016**

**8:00am – 2:00pm**

**Monona Terrace Convention Center**

**Registration required for the biometric screening**

**To register go to the Well Wisconsin website at [www.wellwisconsin.wi.gov](http://www.wellwisconsin.wi.gov)**

Earn \$150 from your health insurance provider by participating in a biometric screening and health survey. Enrolled spouse/domestic partner also qualify.

**Thursday, October 4, 2016**  
**11:30am – 1:00pm**  
**DOA building, Yahara Room**

**[Expanding Your Sphere of Influence](#)**

Pete Scheller, Consultant

Leadership has less to do with title and position and more to do with your ability to influence others. You can lead others from anywhere in the organization, and when you do, you make the organization better. How can we cultivate influence when we don't have "manager" in our title? Content includes:

- Qualities of effective leaders
- Understanding influence
- Key traits to expanding our influence
- Strategies for building leadership skills

**Thursday, October 6, 2016**  
**11:45am – 12:45pm**  
**DOA building, Yahara Room**

**[Three Transitions to Retirement](#)**

Jody Brown, Summit Credit Union

Transitioning to retirement goes well beyond building a solid financial plan; this seminar discusses the financial aspects along with the lifestyles and emotional changes that accompany this truly life-changing event.

**Tuesday, October 11, 2016**  
**8:30am – 12:30pm**  
**DOA building, Yahara Room**

**[Basic Supervisory](#)**

Bob Gregg, Attorney, Boardman and Clark

This program focuses on identifying employment problems and how to solve them before they result in a discharge. Emphasis is placed on practical techniques to use within the legal framework of employment laws, Just Cause, and how to document so that corrective discipline or discharge will stand up to challenge. The participant will learn to:

- Understand the interrelation of personalities and personal problems with job performance. Understand that if addressed at an early stage, problems can be solved rather than grow into legal cases.
- Understand the major laws affecting employment.
- Understand the legal framework in which supervisors must act when dealing with an employee's personal issues which are having a job-related effect.
- Understand the "do's and don'ts" of addressing job-related problem areas.
- Understand the manager's duty of care to prevent harassment and learn the elements of an effective anti-harassment policy and procedure.
- Understand the concepts of just cause and know the nine elements of just cause discipline.

***This course meets 1 of 2 DOA supervisory core requirements.***

## **DOA Flu Clinic**

**Wednesday, October 12, 2016**

**10:00am – 3:00pm**

**St. Croix Room**

**Registration required**

**To register go to STARConnection**

**Thursday, October 13, 2016**

**11:30am – 12:30pm**

**DOA building, St. Croix Room**

### **[Investment Allocation in Retirement](#)**

Dan Determan, Financial Advisor

Retirement is finally within your reach. Identifying your sources of potential income during retirement is an essential component of planning for retirement. This workshop will explore ways to allocate your investments for income, plan for capital market conditions and consider investment tax planning. The presentation will cover:

- Identifying retirement income goals
- Dissecting investments that make up our retirement allocation
- Implementing an allocation strategy to meet income needs
- Tax considerations of your investment strategy
- Highlight strategies to meet retirement income goals

**Thursday, October 13, 2016**

**11:30am – 1:00pm**

**DOA building, Yahara Room**

### **[The Other Wes Moore \(Diversity Book Series\)](#)**

Led by Lisa Dally

Please join us for a book club-style discussion of the New York Times bestselling non-fiction book *The Other Wes Moore: One Name, Two Fates* by Wes Moore. Two kids with the same name were born blocks apart in the same decaying city within a year of each other. One grew up to be a Rhodes Scholar, decorated combat veteran, White House Fellow, and business leader. The other is serving a life sentence in prison. Here is the story of two boys and the journey of a generation. Join us as we review and discuss the book's central analysis: How did this happen?

A copy of the book is available from the IDEAS Lending Library, and is also available at your local library or bookseller. **Fulfills one-hour of diversity training.**

## **Public Service Commission Flu Clinic**

**Thursday, October 13, 2016**

**10:00am – 1:00pm**

**610 N. Whitney Way**

**Registration required**

**To register go to STARConnection**

**Tuesday, October 25, 2016**

**11:30am – 12:30pm**

**DOA building, St. Croix Room**

### **Family Routine**

Pete Scheller, Consultant

Family life is filled with positive and negative experiences, calm times and chaotic ones. Family routines help organize life, relieve stress, and create special family time. This talk is geared toward families with younger children. Content includes:

- Impact of routines
- Developing routines
- Helping kids succeed
- Family traditions

**Tuesday, October 25, 2016**

**9:00am – 10:00am**

**DOA building, Yahara Room 114**

### **Reasonable Accommodation**

Jennifer Zschernitz, EEO Specialist

You will learn the Federal and State definition of disability, what does reasonable accommodation mean, the typical process for requesting accommodation and, the rights and responsibilities of the person with disabilities and the supervisor. **Fulfills 1 hour of EEO/Diversity training.**

**Thursday, October 27, 2016**  
**11:30am – 1:00pm**  
**DOA building, Yahara Room**

**Key Conversations**

Pete Scheller, Consultant

A key conversation is a discussion between two or more people where the stakes are high, opinions vary and emotions run strong. These conversations - when handled poorly or ignored - may lead to strained relationships and poor results. Content includes:

- Common causes of conflict
- Benefits and examples of key conversations
- Planning for the interaction
- Specific steps for conducting the conversation

# November

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**Wednesday, November 2, 2016**  
**8:30am – 12:30pm**  
**DOA Building, Yahara Room**

**The Art of Receiving Feedback: Asserting your needs when the Pitcher is a little (or a lot) off base!**

Laura Page, Director of Leadership Programs for UW-Madison Division of Continuing Studies

No matter how well a manager, peer or even a friend gives us feedback; we tend to over react in milliseconds. Not always, but often. Human nature is protective. On top of that, giving feedback is a fine art, and often even the most well-intentioned giver is still learning the craft. Bottom line is these difficult conversations can be more helpful if the receiver has some skills to help manage the encounter too. In this program we'll explore the natural tension and complexity of receiving feedback and how to assert boundaries, ask questions, shed light on blind spots, and improve relationships even when the going gets tough. **If you're a supervisor, learn how to make the best of some difficult conversations from hurtful to helpful.** Learning doesn't always require great teachers and the opportunities for growth and insight are often buried inside surprising packages. Expect a lively, participatory, positive and fast moving session.

**Wednesday, November 9, 2016**  
**11:30am – 12:30pm**  
**DOA Building, Yahara Room**

**[Women and Investing Seminar](#)**

Jody Brown, Summit Credit Union

This seminar is designed specifically for female members. It will discuss the important aspects of investing for women, and provides details on issues women face with their financial goals.

Areas of interest:

- Key investment principles every women should know
- Important opportunities like asset allocation
- Understanding investor behavior
- Difference between financial products like mutual funds and annuities

**Wednesday, November 16, 2016**  
**8:30am – 12:30pm**  
**DOA Building, St. Croix Room**

**[True Colors](#)**

Jackie Irving, Training Officer/Outreach Specialist-Knowledge Management, Improvement, and Training

True Colors® is a model for understanding yourself and others based on your personality temperament. The colors of Orange, Gold, Green and Blue are used to differentiate the four central personality styles of True Colors®.

Each of us has a combination of these True Colors that make up our personality spectrum, usually with one of the styles being the most dominant. Identifying your personality and the personalities of others using True Colors provides you with insights into different motivations, actions and communication approaches.

True Colors works because it is based on true principles and is easy to remember and use – in all kinds of circumstances – from personal relationships to professional success. **Fulfills 4 hours of diversity training.**

**Wednesday, November 16, 2016**  
**12:00noon – 1:00pm (webinar)**  
**DOA Building, Yahara Room**

**[Healthy Eating for Effective Weight Loss](#)**

StayFit Health Education

Maintaining or losing weight is not an easy task, especially as we age and your metabolism slows down. While there are no “silver bullet” remedies for effective weight management, understanding how your metabolism works, balancing a healthful diet and exercise; establishing realistic goals can provide a foundational roadmap for success.

**Thursday, November 17, 2016**  
**1:00am – 2:00pm**  
**DOA building, Yahara Room 114**

**[Unconscious Bias: Sparking a Conversation](#)**

Jennifer Zschernitz, EEO Specialist

We all have a lifetime of experience and cultural history that shapes how we see the world and each other.

The goal is to teach ourselves how unconscious bias can affect our perceptions, decisions, and interactions. The course is aimed at raising awareness, sparking a conversation and initiating action. **Fulfills 1 hour of EEO/Diversity training.**

# December

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**Wednesday and Thursday**  
**December 7 & 8, 2016**  
**8:30am – 4pm**  
**Holiday Inn and Suites Madison West**

**[Perceptive Communication \(2-day class\)](#)**

Kip Erickson, Erickson & Company

**This 2-day training session** on Perceptive Communications is an interpersonal communication skill workshop that provides participants with the tools to deal more effectively with others. The seminar emphasizes building TRUST and OPENNESS within organizations. Unique features of the program are the "How Others See Me" Communication Style and Adaptability profiles. In addition, participants complete a self-perception survey (prior to the class) so that during the seminar they can compare their self-perceptions to "others" perceptions. The final segment of the seminar, the Negotiating Process, provides participants with practical tools to use in the feedback and concepts in their daily work and personal lives. **NOTE: a Training Request and Authorization form must be completed and class approved by your supervisor before registering with Sylvia Cantu Smith, DOA Training Coordinator. The registration fee is \$575.**

**Wednesday, December 21, 2016**  
**12:00noon – 1:00pm (webinar)**  
**DOA Building, Yahara Room**

**[Primary Prevention/Healthy Back](#)**

StayFit Health Education

Learn about ergonomic principles and healthy lifestyle choices such as; being physically active and maintaining healthy weight, to help avoid back pain issues and relieves the stress and discomfort caused by low back pain.

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**In-House New Employee Orientation Workshops (Open to all DOA employees, consolidated agencies, boards and commissions who have not attended these workshops through New Employee Orientation.)**

**Harassment Is...**

1:30pm – 3:00pm  
DOA building  
St. Croix Room

**Diversity and Generations**

3:00pm – 4:00pm  
DOA building  
St. Croix Room

NOTE: The November 15, 2016 sessions will be held in the Yahara Room 114.

September 20, 2016  
October 18, 2016  
November 15, 2016  
December 13, 2016

September 20, 2016  
October 18, 2016  
November 15, 2016  
December 13, 2016

January 10, 2017  
February 7, 2017  
March 7, 2017  
April 4, 2017  
May 2, 2017  
May 30, 2017  
June 27, 2017  
July 25, 2017  
August 22, 2017  
September 19, 2017  
October 17, 2017  
November 14, 2017  
December 12, 2017

January 10, 2017  
February 7, 2017  
March 7, 2017  
April 4, 2017  
May 2, 2017  
May 30, 2017  
June 27, 2017  
July 25, 2017  
August 22, 2017  
September 19, 2017  
October 17, 2017  
November 14, 2017  
December 12, 2017