Thursday, September 1

Principles of Management for MSS (Course Number 919W)
This is a MSS core management learning course.

This course is designed to give employees the essential management and leadership skills to inspire and influence their people to achieve team goals. Today’s managers need to both manage and lead effectively. In this course, employees will learn the difference between managing and leading, the common characteristics good team leaders share, the five essential leadership qualities and how applying ethics to team leadership is a must.

Tuesday, September 6

Harassment Prevention for Employees Session (Course Number: 117W)

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment law. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment -- this course will discuss the benefits of and strategies for promoting a respectful work environment.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Employees training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

Harassment Prevention for Managers Session (Course Number: 118W)

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-harassment law. Additional customization may be required in order to fully address any relevant state requirements.
The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Managers training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

**Wednesday, September 7**

**Agency-Level Admin ELM Training (Course Number: 650W)**

This course will introduce the Enterprise Learning Management (ELM) system and the permissions and functions associated with the assigned role of Agency-Level (ALA) Administrator for your agency.

**Thursday, September 8**

**Giving/Receiving Feedback MSS (Course Number: 523W)**

Open to all MSS employees and Leads. This session is designed to discuss the importance of feedback and the value of communication exchanges between managers and employees.

**Harassment Prevention for Employees Session (Course Number: 117W)**

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment law. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment -- this course will discuss the benefits of and strategies for promoting a respectful work environment.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Employees training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

**Harassment Prevention for Managers Session (Course Number: 118W)**

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-
harassment law. Additional customization may be required in order to fully address any relevant state requirements.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Managers training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

**Friday, September 9**

**3T/Instructual System Designer (Course Number: 404W)**

This Course will provide an overview of the most critical skills for instructional designers, trainers, and/or facilitators. From identifying various learning approaches to designing a curriculum, participants will learn strategies around building effective presentations, presentation skills, and audience engagement within the virtual/in-person classroom.

**Tuesday, September 13**

**Building High Performance Teams (Course Number: 920W)**

This course examines the manager's role in establishing and maintaining effective, productive teams. The course will provide valuable information about building teams from drafting the initial team charter to making teamwork part of the corporate culture. The course will also provide valuable information about leading a team to include topics ranging from developing leadership and effective communication skills to dealing with team conflict, making decisions, and recognizing performance.

**DC Benefits Info. Session (Course Number: BE990)**

This is an information session, not for credit.

The informational session outlines an overview of The District Government’s comprehensive benefits package. Learn more about how the benefits program is designed to support the many aspects of your life – from health and wellness to income protection and retirement by listening to live HR Specialists review the different plans offered to District employees including:

- Health, Dental, and Vision Insurance
- Flexible Spending Accounts (Healthcare, Dependent Care, and Commuter Benefits)
- Disability Insurance (Short-Term and Long-Term Disability)
- Life Insurance
- Wellness Benefits
- Smartrip Benefits
- Retirement Plans (401(a) Defined Contribution /457(b) Deferred Compensation)
- Employee Assistance Program (EAP)
Harassment Prevention for Employees Session (Course Number: 117W)

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment law. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment -- this course will discuss the benefits of and strategies for promoting a respectful work environment.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Employees training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

Harassment Prevention for Managers Session (Course Number: 118W)

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-harassment law. Additional customization may be required to fully address any relevant state requirements.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Managers training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

PS Position Management (Course Number: 160)

This course will guide users on appropriately updating position attributes and will identify all steps required to prepare a position for intended employee record changes. In addition, the course should users provide users with a complete understanding of the cycle from Labor Administration to Position Management and its effects on HR Processing. A few of the many topics discussed are creating, updating, and modifying a Position Number successfully.
Quality Customer Care (Course Number: 302W)

High-quality customer service is critical for every organization. This course provides the framework for outstanding customer service techniques and best practices. Employees will learn different methodologies and acquire tools and tips to ensure that customers are impressed with the efficiency and timeliness of the service they receive and the level of professionalism with which District government employees provide service. Employees will learn about attitudes and perceptions and will take a realistic look at the day-to-day workplace.

Reasonable Suspicion MSS (Course Number: 909W)

The purpose of this training is to teach managers and supervisors to identify circumstances and indicators that may create reasonable suspicion that an employee is using or under the influence of alcohol or drugs, supporting the referral of an employee for testing. The district requires that managers and supervisors participate in reasonable suspicion training within 60 days of appointment to a supervisory position and at least once every two years.

Wednesday, September 14

DC Gov GIS Fundamentals (Course Number: TO233)

This course introduces ArcGIS Online for Organizations, the District's customized version of ArcGIS Online. Employees will learn the basics of web mapping and how to create maps, leveraging existing DC GIS data sets and their own data. Users will be able to create a map that can be viewed in a browser, desktop, or mobile device, and then share the map via email or embed it in a website.

Language Access (Course Number: 606W)

Participants will receive information and resources in communication and how to work with limited-English and non-English proficient populations of the District, an overview of the local statutes that mandate language access and details regarding what compliance requires within agencies and funded entities. As part of this course, personnel will also receive specific instructions and guidelines for customer service and how to use language line services.

PS Core HR (Course Number: 161)

Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor, or HR Administrator to participate in this course.

This course will guide users on how to appropriately use the PeopleSoft system to create, update and modify PARs for processing and identify the process status available to each role. It will locate all steps required to prepare PARs for various HR tasks and processes successfully.
Managing Conflict Effectively (Course Number: 94W)

Open to all employees, this course will focus on the common definitions of conflict within the workplace. Participants will engage in discussions around the ways in which conflict can be avoided while also gaining techniques in managing conflict to maximize organizational and team effectiveness.

Advancing Racial Equity MSS (Course Number: AE204)

This training is designed to better equip District employees to identify and address issues of racial equity. The goal of the trainings is to increase staff's foundational knowledge of varying types of racism and the mechanism that have perpetuated racism, deepen discussions on dismantling race inequities, and build capacity in using racial equity tools that are essential to advancing race equity across departmental policies, programs, and practices - creating a fair and just District Government. This training is a pre-requisite for subsequent trainings in the racial equity training series.

Giving and Receiving Feedback (Course Number: CU520W)

Being able to effectively give and receive feedback is important for professional and personal development. It also opens the door to discussion and problem solving. What we should also realize is that feedback involves both a giver and a receiver. It is not just something that happens to us, but something we can respond to and interact with.

PS Job Code Creation Indepen. (Course Number: 164)

This course will guide users on how to create new Job Codes, update existing Job Codes within the PeopleSoft system and apply information from the Position Descriptions to the system. Enrollees must serve in the role as the Classifier at their agency. Attendance of this training and successful testing of the knowledge will provide role access to complete these functions. Users should leave this training with a full understanding of the attributes, processes and tools required to create and update Job Codes.

Progressive Discipline MSS (Course Number: 916W)

Open to MSS Employees, this course will focus on operationalizing progressive discipline practices for virtual teams/remote employees. This course provides managers and supervisors with tools for solving performance and conduct issues through progressive discipline. The participants will learn the benefits of discipline. The participants will learn the benefits of disciplinary and no disciplinary actions; the differences between corrective action and adverse action; and the procedural steps outlined in chapter 16 of the District Personnel Manual (DPM) for administering corrective and disciplinary actions, from verbal counseling to summary removals. will feature core content found within the Progressive
Discipline course while also incorporating the strategies for ensuring compliance within this area.

**Harassment Prevention for Employees Session (Course Number: 117W)**

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment law. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment -- this course will discuss the benefits of and strategies for promoting a respectful work environment.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Employees training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

**Harassment Prevention for Managers Session (Course Number: 118W)**

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-harassment law. Additional customization may be required to fully address any relevant state requirements.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Managers training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

**Friday, September 16**

**Coaching Session: MSS & Lead EMP (Course Number: 525W)**

Designed for MSS and Lead Employees, this session focuses on best practice strategies for building inspiration and increasing motivation/engagement among teams. A host of creative and functional team building exercises will be shared as part of the course.
**Tuesday, September 20**

**Communicate Strategically (Course Number: CU415W)**

If you are curious about the following “the most important thing in communication is hearing what is not said”, then this is the right class for you. Furthermore, Emotional awareness is necessary so you can properly convey your thoughts and feelings through your communication.

This class will emphasize the Communication Competency and will help participant to recognize and understand: the goal of communication & its basic components; the knowledge and acceptance of core values and factors that influence communication; as well as recognize the influence as well as the impact of Emotional Intelligence in our engagement and interactions. Thus, allowing all of us to intentionally top into our EI as well as our impact and not just intent in all interactions professionally, socially, and personally.

**LGBTQ Cultural Competency (Course Number: 517W)**

LGBTQ+ Cultural Competency teaches language, vocabulary, facts, features, relevant laws, and best practices for working with the LGBTQ+ community. After completing the course, attendees will be confident to work with and for LGBTQ+ residents and colleagues and have the tools to make a more equitable and welcoming workplace.

**Managing Up (Course Number: 412W)**

Open to all employees, this session is focused on understanding the expectations of managers and necessary support systems needed to provide operational and functional support to our direct reports. To inspire individuals and teams while working in both virtual/non-virtual environments, this course will provide insightful tips for using a proactive approach to understanding your manager's priorities and critical needs.

**Mindfulness/Managing Stress MSS (Course Number: 918W)**

This course will encourage and challenge Leaders to create time, space, and a routine for self-care as a primary means of generating capacity for leadership in all the roles they occupy. You can’t pour from an empty cup; this training is both a refill and respite. We’ll create community so that we can, in turn, support trajectory.
Wednesday, September 21 & 22

Writing for Essential Communications (Course Number: 304W)

must attend both days

Participants will gain an understanding during the interactive and hands-on sessions on the rules of grammar such as subject verb agreement; appropriate use of direct and indirect object; sentence structure; proper use of common punctuation, conjunctions, understand the purpose for writing; and learn to draft clear, concise, and complete documents.

Thursday, September 22

Giving/Receiving Feedback MSS (Course Number: 523W)

Open to all MSS employees and Leads. This session is designed to discuss the importance of feedback and the value of communication exchanges between managers and employees.

Quality Customer Care (Course Number: 302W)

High-quality customer service is critical for every organization. This course provides the framework for outstanding customer service techniques and best practices. Employees will learn different methodologies and acquire tools and tips to ensure that customers are impressed with the efficiency and timeliness of the service they receive and the level of professionalism with which District government employees provides service. Employees will learn about attitudes and perceptions and will take a realistic look at the day-to-day workplace.

Friday, September 23

Harassment Prevention for Managers Session (Course Number: 118W)

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-harassment law. Additional customization may be required to fully address any relevant state requirements.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Managers training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.
Harassment Prevention for Employees Session (Course Number: 117W)

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment law. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment -- this course will discuss the benefits of and strategies for promoting a respectful work environment.

The Department of Human Resources Center for Learning and Development will play the Harassment Prevention for US Employees training. During the session, all employees must use the chat feature to participate in answering knowledge questions throughout the training and a final course test.

Coaching Session: MSS & Lead EMP (Course Number: 525W)

Designed for MSS and Lead Employees, this session focuses on best practice strategies for building inspiration and increasing motivation/engagement among teams. A host of creative and functional team building exercises will be shared as part of the course.

Tuesday, September 27

Communicating Non-Defensively (Course Number: 501W)

Employees will gain a clear understanding of why all people are naturally defensive, learn the symptoms and consequences of inappropriate defensiveness and learn how to disengage from a defensive position. Employees also will learn how to empathize with and disarm a defensive person, how to inquire and focus on the issues, how to non-defensively disclose their own needs and goals and depersonalize the issues.

Designing and Delivering Change Management Strategies (Course Number 911W)

Open to all employees, this session will feature the various stages within the change management process and how to best perform and communicate effectively throughout the entire process.

PS eRecruit (Course Number: 162)

This course will guide users on how to create competitive and noncompetitive job postings in PeopleSoft, learn how to route candidates for employment consideration, navigate through the HR Approval process and much more. Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor or HR Administrator to participate in this course. Users will be provided
the tools to navigate the eRecruit system and successfully execute the functions and tasks to be completed in eRecruit.

**Performance Management MSS (Course Number: 913W)**

Designed for MSS employees and Leads, this course will provide an overview of performance management best practices for supporting virtual teams. The session will feature key content on the performance management planning process, mid-year and annual reviews, and strategic goal planning for developmental purposes.

**Virtual Communications Tips (Course Number: 914W)**

This course will feature ten best practice strategies for building strong and successful virtual communication and engagement within any organization. Current collaboration and technology tools will also be discussed allowing attendees to have an opportunity to share those current forms of communication that have helped increase engagement and maintain teamwork.

**Wednesday, September 28**

**Building High Performance Teams (Course Number: 920W)**

This course examines the manager's role in establishing and maintaining effective, productive teams. The course will provide valuable information about building teams from drafting the initial team charter to making teamwork part of the corporate culture. The course will also provide valuable information about leading a team to include topics ranging from developing leadership and effective communication skills to dealing with team conflict, making decisions, and recognizing performance.

**PS Develop/Entering Questions (Course Number: 163)**

This course will guide users on how to create quality question sets and will aid on the appropriate way to upload the questions sets and apply the scoring for job postings. Enrollees must currently have a PeopleSoft role as an HR Advisor, Assistant HR Advisor or HR Administrator to participate in this course. Users will be provided with tips and tricks to searching within PeopleSoft for existing question sets and will be provided insight and suggestions in developing questions that will attract qualified candidates for job postings.

**Thursday, September 29**

**3T/Instrucutional System Designer (Course Number: 404W)**

This Course will provide an overview of the most critical skills for instructional designers, trainers, and/or facilitators. From identifying various learning approaches to designing a curriculum, participants will learn strategies around
building effective presentations, presentation skills, and audience engagement within the virtual/in-person classroom.

**MBTI Myers-Briggs WebEx (Course Number: 403W)**

This course will provide a fundamental understanding of the various preferences displayed through the Myers-Briggs Type Personality Instrument. Come and learn more about the various personality types and various tools that introduce the assessment.

**PS Commitment Accounting (Course Number: 165)**

This course will guide users on the HR Manage Commitment Accounting business process, enabling employees to budget for payroll expenses and track actual payroll costs. Agency Fiscal Officers will be able to use the Manage Commitment Accounting business process to define the fiscal year:

Budgets, calculate earnings, fringe encumbrances, pre-encumbrances, post encumbrances to your general ledger, and post actual earnings and fringe amounts to your general ledger.

**PS Reports/Query (Course Number: 166)**

This course will guide users’ tips and tricks on how to run and schedule reports in PeopleSoft. Users will receive the commonly used reports and queries for WGI’s, Leave, Time Reporting, FMLA, PFL, and more. Enrollees must currently be in an HR professional position/role.

**Unpacking Bias (Course Number: 0123W)**

Designed for all employees, this course will not only help participants examine the components of their workplace that impact the culture, but also strive to deconstruct them as a means of improving the culture. Bias is a general term that may be defined as prejudice, partiality, partisanship, favoritism, unfairness, etc. The overall objective is to intentionally work on the culture of the workplace to create a space for all to perform at a level that meets and exceeds expectations.
Peoplesoft’s Training Registration Guide

**QUESTION: HOW DO I ACCESS TRAINING COURSES?**

**Step 1:** Log into Peoplesoft's ESS portal utilizing your dc.gov credentials. *If you’ve forgotten your password, please select “Forgot Password” to receive an autogenerated password.

![Sign In to Peoplesoft](image)

**Step 2:** Select “Request Training” from the landing page. Training can be found by navigation to Navigator → Self Service → Learning and Development → Request → Training Enrollment

![Navigation to Training](image)
Step 3: There are several course search options to choose from.

- Course Name
- Course Number
- Location and Date

Step 4: If searching by Course Name, type in the title of the training in the search bar. Click “Search.” If searching by course number, select Search by Course Number and type in the course number. Click “Search.”

Request Training Enrollment

Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Course Detail</th>
<th>Course Number</th>
<th>Session Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>KV Office 365</td>
<td></td>
<td>0001</td>
<td>No Sessions Available</td>
</tr>
<tr>
<td>Telecommuting [Online Course]</td>
<td></td>
<td>002W</td>
<td>View Online</td>
</tr>
<tr>
<td>Ethics for DC Employees-Online</td>
<td></td>
<td>003W</td>
<td>View Online</td>
</tr>
<tr>
<td>LGBT Cultural Competency</td>
<td></td>
<td>004W</td>
<td>View Online</td>
</tr>
<tr>
<td>HIV Awareness</td>
<td></td>
<td>005W</td>
<td>No Sessions Available</td>
</tr>
<tr>
<td>Paid Family Leave</td>
<td></td>
<td>006W</td>
<td>View Online</td>
</tr>
<tr>
<td>Comp &amp; Class Online Training</td>
<td></td>
<td>007W</td>
<td>View Online</td>
</tr>
<tr>
<td>ACA Reporting in PeopleSoft</td>
<td></td>
<td>010W</td>
<td>View Online</td>
</tr>
</tbody>
</table>