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## The Training & Development Digest

April 2022

### Register for Training Tuesdays

**April's Topic: Rock Your Engagement: Leading the Five Types of People**

In an ideal workplace, everyone would show up, get along, and do their jobs well. In the real world, however, things don't always go so smoothly. Sometimes people negatively impact engagement, performance, and relationships. The good news is a successful individual can learn to strategically halt destructive actions and encourage actions that lead to success.

This webinar will be presented by Dr. Sherene McHenry, The People IQ Expert®, a former graduate professor turned speaker and author. Learn to hold individuals accountable for tasks and behaviors, get slackers to pull their weight, and protect high performers.

During this webinar you will learn:

- Differing strategies for working with high-flyers, steady gliders, slackers, and others.
- Hold individuals accountable while encouraging positive behavior.
- Halt disruptive behaviors before they destroy morale.
- Protect high performers from burning out.

**Date:** Tuesday, April 19, 2022

**Time:** 10:00 – 11:30 a.m., CT

**Cost:** \$30

[Click here to register for this webinar.](#)



### 2022 Administrative Professionals' Conference

Administrative professionals play a vital role in maintaining offices and the flow of work for state government. To celebrate the importance of their jobs and the value of these professionals, the Administrative Professionals' Day conference will return for two events on Tuesday, April 26 in Pierre, and Wednesday, April 27, in Sioux Falls.

This year's events will be headlined by author, trainer, and motivational humorist Desi Payne. Known as "The Attitude Adjuster," Desi has over 25 years of experience as an entrepreneur, patient advocate, customer service and leadership trainer, and award-winning entertainer. The cost for this event is \$50 per participant.

Employees will have until noon (local time) on April 22 to register. **Both the registration link and information on this year's event can be found here.**



### Managing Remote Workers

The COVID-19 pandemic changed the world as we know it. More people than ever before work remotely on a part-time or full-time basis. Communication is key to a successful partnership with managers and their employees.

This class covers some of the stress points you may be experiencing and ways to alleviate the stress. There will be discussions about ways onsite and remote employees are similar and how to create a cohesive environment for all employees. We will review what is already working well and what may not be working well for managers and supervisors. There will be a review of best practices for the successful management of offsite employees.

The next session is available May 18, 2022, from 9:00 a.m. to Noon, CDT,

[Click here to register for this Zoom session.](#)

# FIVE WAYS TO FEEL MORE ENGAGED AT WORK

**Engaged employees feel focused, energized, and are more productive at work. But what does it take to become more engaged on the job? Here are five suggestions that can help you, no matter what your position may be.**

## 1. ASK WHAT IS EXPECTED OF YOU.

Knowing what is expected of you is the best way to meet and exceed expectations. The more specifics you are given from your supervisor or peers, the better you will be able to react in any given situation.



## 2. ASK FOR WHAT YOU NEED.

Think about what you need to be as effective as possible on the job. This could be something material, like notebooks or a new keyboard, or something more intangible, like more facetime with your boss.



## 3. REMEMBER WHY YOU'RE THERE.

Take a moment to jot down the reason you should feel engaged. Are you working to provide for someone? Hoping to advance? Whatever the reason, it will help you focus. Having this sort of "motivational quote" will help you no matter what kind of day you're having.



## 4. SHOW APPRECIATION.

Taking the time to show appreciation for someone who makes your day a little easier. Highlighting the good deeds of others can also put your job in perspective. It always helps to know there are others doing their best for those around them.



## 5. TAKE CARE OF YOURSELF.

True engagement requires investing emotionally and physically. Getting enough rest, eating right, and spending time doing things you love after hours will help you both at home and at work.



### Sources:

[www.engagemultiplier.com/resources/ideas-to-feel-engaged-at-work/](http://www.engagemultiplier.com/resources/ideas-to-feel-engaged-at-work/)  
[www.inc.com/kevin-daum/i-want-to-be-an-engaged-employee-but-how-do-i-get-there.html](http://www.inc.com/kevin-daum/i-want-to-be-an-engaged-employee-but-how-do-i-get-there.html)

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## Microsoft Classes

Microsoft applications are an integral part of today's workplace. Some individuals need an introductory course, while others want something more advanced. To meet these needs, the Bureau of Human Resources is now offering new classes designed to educate you on these applications.

This month's featured classes are:

**Mastering OneNote (L100)** – This course shows attendees how to navigate OneNote and use it to organize content into notebooks, sections, and pages. Additionally, users will learn different strategies to gather information in OneNote and how to share that content with others. The next class is scheduled for May 3, from 10:00 – 11:00 a.m. CT via Teams. [Click here to register.](#)

**Microsoft PowerPoint** – This is an introductory course for PowerPoint. Participants will learn how to construct and conduct presentations as well as customize templates and create their own unique looks. The next class is scheduled for May 17, from 10:00 – 11:00 a.m. CT via Teams. [Click here to register.](#)

**Microsoft Open Hours** – Have a question you need asked about a specific Microsoft application and don't want to wait until the next class comes around? Use this opportunity to ask your questions! The next Open Hours session is scheduled for May 20, from 10:00 – 11:00 a.m. CT via Teams. [Click here to register.](#)

[Click here to see the complete list of Microsoft classes.](#)



## Contact Us



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