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Register for Training Tuesdays

New Trainings Coming Soon

Administrative Professionals' Day

**Documenting Discipline and
Interview & Selection**

New Microsoft Classes

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-fliers, steady gliders, lackers, slackers, and hackers.
- How to hold individuals accountable for tasks and behaviors.
- How to halt disruptive behaviors before they destroy morale.
- How to protect high performers from burning out.

Date: Tuesday, April 19, 2022

Cost: \$30

Time: 10:00 – 11:30 a.m., CT

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

Administrative Professionals' Day 2022

Administrative professionals play a vital role in maintaining offices and the flow of work for state government. To celebrate their importance and to recognize their value, Administrative Professionals' Day 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.

To register or view additional information on this year's event, [please click here.](#)



The Training & Development Digest

March 2022



Additional Trainings Coming Soon

New classes are constantly being added to the Master Calendar. Many of these classes are being offered both virtually and in-person. This is being done to provide you with a range of options to meet your needs.

[Click here to view the newest classes for March and April.](#)



Register for Microsoft Classes

Microsoft applications are an integral part of today's workplace. Some individuals may need an introductory course, while others may want something more advanced. To meet this demand, the Bureau of Human Resources is now offering new classes designed to answer your questions.

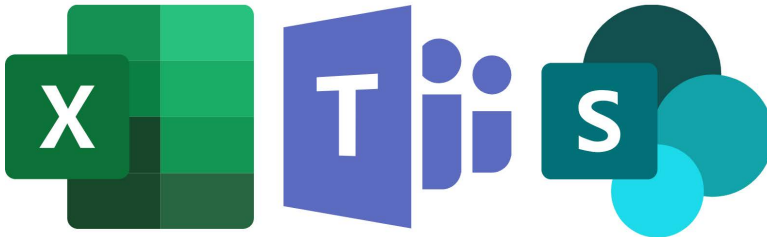
This month's featured classes are:

Microsoft Excel (L100) – This course takes you through an intermediate overview of Excel, including templates, styles and themes, cell formatting, pivot tables, filtering, and more. The next Excel class is scheduled for May 10, from 10:00 – 11:00 a.m. CT via Teams. [Click here to register.](#)

Getting Started with Teams – Get started with Teams! Learn the basics of this all-in-one platform that combines virtual meetings, file storage, and collaboration. This class is next scheduled for March 24, from 10:00 – 11:00 a.m. CT, via Teams. [Click here to register.](#)

SharePoint – This course focuses on the SharePoint Online experience. Attendees will learn how to share and manage content, find information, and collaborate across your organization. The next SharePoint class is scheduled for April 12, from 10:00 – 11:00 a.m. CT, via Teams. [Click here to register.](#)

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



Interview & Selection, Documenting Discipline Toolkit – Classroom and Virtual Options Available

BHR training is working to meet the demands of a changing world. Two of our supervisor courses, **Documenting Discipline Toolkit** and **Interview & Selection**, have officially been revised. These changes reflect both the culture we live in today as well as the modern leadership style we are moving toward.

In addition to updating and refreshing our course content, we are also changing the way these classes are offered. Virtual sessions are now being offered alongside our in-person classes to better fit the busy schedules of all supervisors.

Both classes are once again open to all supervisors. These courses are required for news supervisors, while veteran supervisors can take them as a refresher any time.

[Visit the Master Calendar to see available dates and times.](#)

Contact Us



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