



## 2018 INSPD Training Catalog

This is a list of INSPD courses that are available for self-enrollment open to all agencies.

- CBT= Computer based training (launch immediately) ILT= Instructor led training (view availability online)
- Courses marked with an \* are subject to supervisor approval. Courses marked with an \*\* are subject to supervisor and course administrator approval. ***Once enrolled a Workflow email will be sent to the learner's supervisor listed in PeopleSoft.***

Class Code	INSPD Class Title	Class Description	Class Type	Class Length
SPD_WBT_ADA for Mgrs & Suprvs	ADA: Americans with Disabilities	This course provides managers and supervisors with an overview of ADA, define reasonable accommodation, and identify employee/supervisor responsibilities.	CBT	1 hour
SPD_WBT_Coach for Improvement	Coaching for Improvement: A Primer for Managers and Supervisors*	A basic guide for supervisors about the purpose and elements of using performance management and disciplinary action to correct performance and behavior issues of employees in the state civil service.	CBT	30 min
SPD_WBT_00079_2018	Drug/Alcohol Testing Program- Training for Designated Employer Representative (DER)**	This training course guides the Designated Employer Representative (DER) through the procedures in coordinating the administration of the State of Indiana CDL (Commercial Driver's License)/TDP (Testing Designated Position) drug/alcohol testing program. The DER is a designated HR/Management employee that is responsible for being the local contact for the State's third party administrator of drug/alcohol testing program. <i>(Available by request only)</i>	CBT	2 hour
SPD_WBT_Disc Act in Class Serv	Disciplinary Actions in the Classified Service*	A guide for supervisors of employees in the classified service about just cause, elements and types of discipline, and the predeprivation procedures required for employees in the classified service.	CBT	1 hour
SPD_WBT_00081_2018	Drug/Alcohol Testing Program- Awareness Training for Supervisors*	This class is designed to meet the DOT supervisor training requirements for individuals who supervise employees with a CDL license and who are responsible for identifying behavior associated with drug and alcohol use.	CBT	2 hour
SPD_WBT_00021	Evaluating Performance*	This course provides an overview of the third phase of the performance cycle, reviewing and evaluating performance.	CBT	1 hour

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team at [SPDTraining@spd.in.gov](mailto:SPDTraining@spd.in.gov)

SPD_FML_Webinar_2017	Family Medical Leave of Absence (FMLA) Webinar	This Family-Medical Leave webinar provides answers to the most frequently asked questions regarding the completion of FML requests in PeopleSoft such as: saving and attaching documents, when documents have to be submitted, and differences between intermittent and continuous leave. This course applies to most State of Indiana employees. Employees of legislative or judicial branches, separately-elected officials, and some quasi-agencies do not use the PeopleSoft process and should contact their HR representative about FMLA leave. This webinar is approximately 30 minutes and is available to view at your convenience.	CBT	30 min
SPD_WBT_00066	Goal Setting for Managers and Supervisors*	This course provides managers and supervisors with an overview on setting SMART goals and an opportunity to improve skills required for this portion of the performance management process.	CBT	1 hour
SPD_00057	Information and Records Management*	Effective records management is an obligation for all state agencies. This course stresses the use of information as a resource and information technology as a tool to help agencies fulfill their missions.	ILT	3 hour
SPD_WBT_Perf Mgt Overview	Performance Management Overview for Civil Service Employees	This training explains the Performance Management system for all state employees.	CBT	1 hour
SPD_WBT_Pers Laws, Rules & Pol	Personnel Laws, Rules, and Policies	A brief overview of the major laws, rules, and standardized policies that govern state employment.	CBT	1 hour
SPD_00056	Pre-retirement Seminar*	This program is designed to assist state employees with advance retirement planning by providing information useful in making informed decisions. <i>(Available once in the Spring and Fall)</i>	ILT	7.5 hour
SPD_WBT_HM_2015UPK	PS Talent Manager For Hiring Managers (UPK and Quiz)**	The Talent Acquisition division has developed a tutorial training to simulate tasks for the hiring manager. Each module needs to be launched for this training to be successfully completed. Once you have completed the training you will be assigned appropriate access in 24-48 hours. <i>(Course is subject to supervisor approval &amp; then course administrator approval)</i>	CBT	1 hour

**If you have any questions pertaining to this information, please contact INPSD Learning & Development Systems Support Team at [SPDTraining@spd.in.gov](mailto:SPDTraining@spd.in.gov)**

SPD_WBT_Selection&Interviewing	Selection and Interviewing for Managers and Supervisors*	<p>This course teaches the steps in the employment/hiring process and includes the following topics:</p> <ul style="list-style-type: none"> <li>• Overview of the employment process</li> <li>• Pre-screening applicants</li> <li>• Reviewing job descriptions</li> <li>• Developing behavioral &amp; situational interview questions</li> <li>• Assessing the legality of interview questions</li> <li>• Setting up for the interview</li> <li>• Conducting effective structured and panel interviews</li> </ul>	CBT	1 hour
SPD_WBT_00085	Supervisor and Manager HR Refresher*	This training serves as both a reminder of the responsibilities and expectations of supervisors and managers, as well as a refresher course with best practices on how to effectively navigate employee issues.	CBT	1 hour
SPD_WBT_Time_Management	Time Management	This course provides a smorgasboard of tips and tools to improve personal and business time management strategies.	CBT	1 hour
SPD_WBT_00125	Work Improvement Plans*	Brief overview explaining the content & purpose of a work improvement plan (WIP) Supervisors will learn when a WIP is the appropriate course of action. There are tips for writing an effective plan & information about possible outcomes.	CBT	1 hour

**If you have any questions pertaining to this information, please contact INPSD Learning & Development Systems Support Team at [SPDTraining@spd.in.gov](mailto:SPDTraining@spd.in.gov)**