

Q3 TRAINING & OUTREACH BULLETIN



JULY

AUGUST

SEPT

Real Talk, Real Skills

People don't come to training for fluff. They come because they're tired of the same problems showing up in their inbox, meetings, and team dynamics. T&O gives them tools, not theories to assist. We have real conversations that lead to real accountability and real improvements. If you want different results, you need different skills.



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T&O trainings are built to make your work faster, clearer, and more efficiently. Training isn't time away from work; it's how we make the work better.

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Training is Not Time Off

Training isn't a perk. It's not a break. It's work. The kind that prevents burnout, turnover, and repeated mistakes. When supervisors encourage training, teams avoid getting stuck or drops in quality. If we can spare people for emergencies, we can spare them for prevention.



Research Backs It Up

Agencies that invest in training see:

- Higher retention
- Stronger performance
- More resilient teams

Nearly half of U.S. workers say they would change jobs for better development opportunities. It is the **#1 marker of an exceptional workplace**. Training keeps talent, reduces burnout, and protects service quality for Arkansas.

New Classes this Quarter

Check Yourself: Before You Wreck the Room

This course is a high-impact deep dive into self-awareness, the skill that determines whether you steady the room or stress it out. Participants uncover their stress signatures, explore how defensive habits show up under pressure, and learn how emotional contagion spreads anxiety, cynicism, or calm through a team in seconds. Through real talk, reflection, and grounded tools, participants learn to regulate themselves, reset the room, and communicate with intention instead of reaction.

The course culminates in a Personal Reckoning, in which each person confronts the version of themselves that others experience.

This isn't about perfection; it's about choosing the communicator you want to be.



Harassment: Handling & Prevention

This training equips state employees with skills to prevent, identify, and report workplace harassment and discrimination. It ensures compliance with state laws and federal regulations.

Horrible Bosses

An entertaining look at how NOT to be a boss in state government. We drag every classic mistake into the light with humor sharp enough to sting but safe enough to learn from. You clock your own leadership blind spots, laugh (or cry) at the chaos we've endured, and pick up the habits that actually build trust rather than break it. It's spicy, it's honest, and it's the accountability glow-up state government has been begging for.



				
MON	TUE	WED	THUR	FRI
29	30	1	2	3 
NO CLASS				
6	7 *Ark Gov Basics (V) Customer Service	8 *HRKansas (V) *Emotional Intelligence	9 Prompt Like A Pro	10
13	14 Defensive Driving (V) Procurement Fundamentals	15 7 Habits of Highly Effective People Ethics: Do Right Rule	16 Excel Basics *Interpersonal Communication	17
20	21 Advanced Procurement (V) *Bridging Generational Gaps	22 Implementing the 7 Habits Gettin' A Handle On The Hustle	23 Harassment: Handling & Prevention Abilene Paradox	24
27	28 *Interpersonal Communication FOIA (V) Goals Setting	29 Public Speaking	30 Dealing with Difficult People Art of Persuasion	31

(V) Denotes a Virtual Course

(*) Denotes a Supervisory Requirement/Elective Course



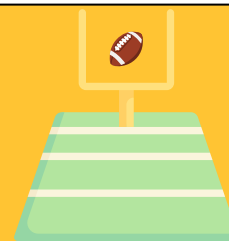
MON	TUE	WED	THUR	FRI
3	4 *Ark Gov Basics (V) Surviving Conflict	5 *HRKansas (V) 5 Levels of Leadership	6 Business Writing *The Prepared Leader	7
10	11 Like A Boss Prompt Like A Pro	12 Horrible Bosses	13 Addressing Employee Conduct Check Yourself	14
17	18 PowerPoint Basics Peer To Manager	19 6 Critical Practices for Leading a Team Conducting Effective Meetings (V)	20 *Interpersonal Communications Excel Basics	21
24	25 *Coaching & Mentoring	26 Mission Possible	27 Teams (V) Goal Setting	28
31	1	2	3	4

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September



MON	TUE	WED	THUR	FRI
31	1 *Ark Gov Basics (V)	2 *HRKansas (V) Customer Service	3 Word Basics	4
7  	8	9	10	11
NO CLASS				
14	15 *The Prepared Leader Procurement Fundamentals (V)	16 Manager Self Care Defensive Driving (V)	17 Abilene Paradox Like A Boss	18
21	22 Advanced Procurement (V) *Bridging Generational Gaps	23 Gettin' A Handle on the Hustle 7 Habits of Highly Effective People	24 Prompt Like A Pro Implementing the 7 Habits	25
28	29	30	1	2

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