

**CLASSES THAT WILL BE OFFERED AVAILABLE SPRING 06 – SPRING 07**

| Class Title  | Recommendation  |
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| <b>COURSES OFFERED THROUGH OTS</b>   |   |
| <p>Access - Level I/Introduction (21)<br/>           Access - Level II/Intermediate (29)<br/>           Administrative Assistant Symposium (32)<br/>           Assertiveness (26)<br/>           Basics of Supervision (28)<br/>           Business Writing (14)<br/>           Coaching and Mentoring (43)<br/>           Communication (Moving your Message) (27)<br/>           Community Involvement (11)<br/>           Conflict Management (23)<br/>           Conflict Resolution (29)<br/>           CPR Refresher<br/>           Creating High Performance Project Teams (13)<br/>           Critical Thinking (12)<br/>           Dealing with Difficult Behaviors (38)<br/>           Essential Skills for business analyst (2)<br/>           Excel - Level I/Introduction (30)<br/>           Excel - Level II/Intermediate (50)<br/>           Excel - Tips, Tricks &amp; Pivot Tables (38)<br/>           Facilitation Skills (22)<br/>           First Aid/CPR (84)<br/> <b>Geographic Information Systems (GIS) Uses and Applications/Database Management (41) 2000</b><br/>           Grammar/Proofreading (32)<br/>           Grant Writing (17)<br/>           Leadership (5)<br/>           Negotiation Techniques (53)<br/>           Presentation and Training Skills (16)<br/>           Priority/Multi-tasking (44)<br/>           Problem Solving/Innovation (14)<br/>           Public Speaking (Presentation Skills for Anyone..No! I Don't Want To! (26)<br/>           Teambuilding (21)<br/>           Technical Writing (38)<br/>           Time Management (37)<br/>           Word - Level II/Intermediate (13)<br/>           Word - Working with Long Documents (6)<br/>           Visible Emissions Evaluation (Smoke School)- Classroom (4) &amp; Field Certification (26)</p> | <p>OTS is making plans on offering these courses in-house. Registration opportunities would be announced to those who have the course in their EDP. The employee would register through the Learning Management System. There would be no registration fee however some employees may incur a small travel cost.</p> <p>OTS is still verifying the need for some of these courses. Over time OTS may determine that two classes should be combined to maximum the best use of employee time and funds available. In those cases employees who requested either class on their EDP would be notified of the course availability.</p> <p>The GIS course has a registration fee of \$429 per person. OTS supplements this fee with the cost of the training room and pays for any unused seats.</p> <p>In all cases classes are scheduled to accommodate the number of people who requested the course and located in an area to minimize travel costs for the majority who might attend.</p> <p>This represents a registration fee investment into training of approximately \$115,000.</p> |
| <p>Virginia Supervisory Institute (6)<br/>           Fundamentals for Supervisors (FFS-VCU) (8) In</p>   | <p>OTS recommends the participant consider the following appropriate alternative.</p> <p>VSI = Basics of Supervision<br/>           FFS = Basics of Supervision</p>   |

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| <p>How to Handle People with Tact and Skill (9)</p> <p>Managing Multiple Priorities (9)</p> <p>Problem Solving (1)</p> <p>Writing Skills (13)</p> | <p>How to Handle People...= Dealing with Difficult People</p> <p>Managing Multiple Priorities = Priority/Multi-tasking</p> <p>Problem Solving = Prob Solving/Innovation</p> <p>Writing Skills = Technical Business Writing</p> <p>OTS will notify employees when the substituted class is being offered. There will be no registration fee for the substituted classes, however some employees may incur a small travel cost.</p> |
| <b>SUPERVISORY/MANAGEMENT TRAINING</b>  |   |
| <p>Commonwealth Management Institute (8)</p> <p>Virginia Executive Institute (1)</p>  | <p>The Office of Training Services (OTS) has set aside registration fees for eight participants in CMI and 1 participant in VEI. Related travel costs will be funded through the region/division.</p> <p>All candidates for CMI have been submitted and will be notified by April regarding acceptance in one of the three 2006 CMI sessions.</p>   |
| <p>Virginia Natural Resources Leadership Institute (5)</p>  | <p>EMT selects 1-2 people to attend this program annually. OTS pays the registration fee and the Region/Division pays the travel costs. This program is approximately 18 days of training.</p> <p>Other participants may apply but their region/division would need to pay both the registration fee and travel costs.</p>  |
| <p>Project Management - Project Management Overview</p>   | <p>Each fiscal year OTS tries to plan 2-3 days of training targeting all supervisors at DEQ. In FY07 OTS is planning on offering Project Management Overview. An RFP will be released to obtain the trainer for this program. This course will hopefully reach 60 managers at an estimated cost of \$20,000. Because of the length and cost of this course – it may be offered again in FY08.</p>                                 |
| <p>Environment Virginia (VMI)Conference (46)</p>  | <p>OTS annually pays the DEQ sponsorship fees for this conference. This includes the registration for Executive Management Team and many speakers. The balance of the participants must provide their cost code information to OTS who will complete the registration process with VMI.</p>   |
| <b>SAFETY COURSES</b>   |   |
| <p>Confined Space Entry (3)</p> <p>Disaster Debris management (1)</p>   | <p>These courses will not be offered in-house however are available from either a private</p>   |

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| OSHA 40 Hour Initial Certification (4)  | vendor, EPA or other sources. The region/division is responsible for all costs.  |
| Bloodborne Pathogens (12)<br>Hazard Communication (10)<br>Hazardous Materials First Responder (3)<br>OSHA 10 Hour General Safety Certification (14)<br>OSHA 24 Hour Initial Certification (12)<br>OSHA 8 Hour Annual Refresher (203)<br>Safety-General Update (9)<br>Terrorism Awareness (12)   | These courses will be offered in house. They will be offer as either on-line, self-study or traditional classroom courses. There will be no registration fee for these classes. The classroom classes will be held once at each regional office so little/no travel costs should be incurred.  |
| <b>PROCUREMENT</b>  |  |
| Contract Management (9)<br>Procurement Forum (12)<br>Virginia Contracting Associate Officer Certification (6)<br>Virginia Contracting Officer (2)   | These courses will not be offered in-house however are available from the Dept of General Services/Division of Purchase and Supply. The region/division is responsible for all costs. OTS will notify employees of the program availability and registration requirements.   |
| <b>CEDS/CHAIN OF CUSTODY</b>  |  |
| CEDS - Introduction & Overview (12)<br>CEDS - Media/Module Specific (32)<br>CEDS Regulated Facilities Module (1)<br>CEDS Regulated Petroleum Facility Module Training (1)<br>CEDS Review/Update for Air Permitting Module (1)<br>CEDS Updates (1)<br>Discoverer - Introduction and Overview (20)<br>Discoverer - Media/Module Specific (30) | These topics will be addressed by the DEQ CEDS Business Analysts. The names and training request has been provided to the chairperson of the CEDS steering committee. Employees have been notified who to contact (which CEDS business analyst) to discuss this further.   |
| <b>IN HOUSE CONFERENCES</b>   |  |
| Air Permit & Compliance In-House Conf.<br>DEQ Tank and PreP Conference<br>Enforcement In-House Conference<br>Solid Waste In-House Conference<br>Water Permit and Compliance In-House Conference   | These in-house conference are offered every 12-18 months. Many of the topics discussed are drawn from topics raised through the Employee Development Plans. The conferences do not have a registration fee and all expenses from the start of the conference to the end of the conference (meals, lodging, speakers) are covered. This equates to \$166,000 in training provided to DEQ employees. |
| <b>COURSES COORDINATED BY OTS</b>   |  |
| Wastewater Treatment Plant Operators (Short School) - Level I (8)<br>Wastewater Treatment Plant Operators (Short School) Level II (7)<br>Wastewater Treatment Plant Operators (Short School) - Level III (6)  | The Office of Training Services budget \$9000 for 14 people to attend levels I, II and III. This is based on a double occupancy rate. Employees may opt to stay at the single occupancy rate but their region/division must pay the difference in the registration fee. A person cannot enroll for more than one level at a time.  |

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| CEDS for WQM Module - Advanced (Chain of Custody) (14)<br>CEDS for WQM Module - Basic (Chain of Custody) (11)<br>Chain of Custody(Water) (32)<br>Chain-of-Custody Procedures for Samples and Data (1)<br>DEQ Soil & Groundwater (1)<br>Fish Kills (Module 4 in Chain of Custody (11)<br>Ground Water and Soils (Module 3 in Chain of Custody) (16)<br>Investigative Techniques (12)<br>Investigative Techniques (Module 2 of Chain of Custody) (62)<br>Water Compliance (Module 5 in Chain of Custody) (10)<br>Water Quality Monitoring SOP (Module 1 in Chain of Custody) (58) | These courses (as entered into the Employee Development Plan) are part of the Chain of Custody course series. This series is being offered in-house during 2006 and 2007. There will not be a registration fee for these classes. Some employees may incur a small travel cost for one or more of the modules.                    |
| Total Kjeldahl Nitrogen & Ammonia Nitrogen (3)<br>Brownfields (8)   | These courses will be offered in-house at no charge.<br>TKN&AN – Offered through the WW Operator Training Program<br>Brownfields – Offered through the Waste Division   |
| Boating Safety (course & certification) (16)  | This is an on-line course offered through DGIF. The Safety Committee is in the process of developing a plan and budget proposal to support the necessary certifications.  |
| Achieving Result Thru Personal Relationships (1)<br>Back Safety (9)<br>DHRM – Updates & Conference (10)<br>Employment Law Personnel Recruitment (2)<br>Myers-Briggs Type Indicator (1)<br>Personal Protection and Safety (2)  | These courses are available at no charge through DHRM – either Personnel Development Services or Worker’s Compensation Division.<br><br>OTS will notify employees of the program availability and registration requirements.  |
| <b>WEB DESIGN/MANAGEMENT</b>  |   |
| Macromedia Contribute (2)<br>Macromedia Dreamweaver - intermediate (1)<br>Web design (various software and programming training) (1)<br>Web Page Design Overview (1)<br>Web Site Administration (1)<br>Webpage maintenance/development- Basic (1)   | These individuals will be referred to the Public Affairs Office for guidance and training. With the restrictions on all agency website design and use of templates, Public Affairs has been able to provide one-on-one information to help people perform the activities needed to maintain DEQNet and deq.virginia.gov websites. |
| <b>COURSES AVAILBLE – REGION/DIVISION TO PAY ALL COSTS</b>  |   |
| Advanced Commonwealth Management Institute (4)  | OTS will notify these employees of the availability of this program. OTS did not set  |

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|                               | aside funds to cover either registration or travel. As stated in the course catalogue – all costs associated with this program are the responsibility of the region/division.   |
| Good Laboratory Practices (6) | These courses will not be offered in-house however are available from the VWEA (www.vwea.org). The region/division is responsible for all costs. OTS will notify employees of the program availability and registration requirements.         |
| Mediation (9)                 | These courses will not be offered in-house however are available from the Dept. of Employee Relations. The region/division is responsible for all costs. OTS will notify employees of the program availability and registration requirements. |

### **COURSES THAT WILL NOT BE OFFERED IN-HOUSE 2006-2007**

| <b>Class Title</b>  | <b>Recommendation</b>  |
|---|--|
| 21 Ways to Diffuse Anger/Calm People Down (6)<br>Community Involvement: Preparing and Managing Presentations (21)<br>Diversity and Cross Cultural Communications (50)<br>Nuts & Bolts of Written Communication (4)<br>Performance Management (52)   | The employees who needed these courses were either given an alternative class or they have been registered for a class being offered in early 2006. These classes will not be repeated in 2006 or spring 2007.   |
| Access - Level III/Advanced (2)<br>Access Advance with Visual Basic (1)<br>Access Forms and reports (1)<br>Adobe Acrobat - Online (reg fee) (1)<br>Adobe Photoshop Tips & Tricks (1)<br>Business Basics (1)<br>Customer Service (9)<br>Defensive Driving<br>Evelyn Wood Reading Dynamics (11)<br>Excel Macros (1)<br>Excel - Level III/Advanced (1)<br>Outlook - Level I/Introduction (6)<br>Outlook - Level II/Intermediate (6)<br>PowerPoint - Level III (2)<br>PowerPoint (OnLine 2002 Series) (7)<br>Word - Formats & Styles (8)<br>Word - Level I/Introduction (6)<br>Word - Level III (2) | It is not economically feasible to offer these classes in-house during this EDP cycle. Either the number of people who need the class is too few or the people are spread so far across the state that the cost savings for bringing the course to DEQ would be offset by the cost for travel to/from the course.<br><br>OTS recommends that these courses be obtained through the nearest community college workforce development program. If a region does not have a contact with the nearby workforce development program – call OTS. OTS has contacts at all community colleges located near the DEQ offices. |