



West Virginia Department of Administration's Training Opportunities for its Customers


The Department of Administration is pleased to share information relating to the various training courses, both in-person and online, on the programs and services provided by the agencies and divisions under its organizations. Several agencies/divisions provide numerous training programs to those for which it serves, including the Division of Personnel, Office of Technology, Purchasing Division and the Public Employees Insurance Agency.

While many training opportunities are available on the state's Learning Management System (LMS), which may be accessed at <http://onlinelearning.wv.gov>, other training courses are available outside of the system. Additionally, some of our agencies offer training on an "as needed basis"; therefore, the Department of Administration encourages its customers to check its agency/division websites frequently. For a list of its agencies, please visit <https://administration.wv.gov/Pages/default.aspx>.

All training courses offered by the Department of Administration are listed below, beginning with those available through the Learning Management System. Please note that the courses noted available in the Learning Management System have a symbol by the title:  notes that that the training is online and  indicates that the course is offered in person by an instructor.











DEPARTMENT OF ADMINISTRATION – SECRETARY'S OFFICE










The Secretary's office is responsible for the records management function within state government. An online course is available by logging in and uploading Retention Schedules and Requests to Destroy within the Department of Administration's Records Management SharePoint site.

Sort by Catalog ID ▲	Sort by Title ▲	Sort by Description ▲	Sort by Location ▲
DOA001	 Dept. of Administration (DOA) Records Management Site Instructions	Instructions for log on and uploading Retention Schedules and Requests to Destroy into the DOA Records Management SharePoint Site.	Online

DIVISION OF PERSONNEL

The training available for registration through the state's Learning Management System is noted below:

Sort by Catalog ID ▲	Sort by Title ▲	Sort by Description ▲	Sort by Location ▲
OHRD113	 Employee Performance Appraisal Online	Online (6 Modules) _ DOP-Policy 18 Component I _ 6 Contact Hours _ Must be completed within 30 days of registration _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	Online
OHRD111	 The Drug-Free Workplace Online - Online Course	Online _ DOP-Policy 18 Component I _ 3 Contact Hours _ Must be completed within 30 days of registration _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	Online
OHRD126	 New Employee Orientation Online - July 2018	Online _ Elective _ 3 Contact Hours _ Must be completed within 30 days of registration _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	Online
OHRD127	 Preventing Harassment Online - Online Course	Online _ DOP-Policy 18 Component I _ 3 Contact Hours _ Must be completed within 30 days of registration _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	Online
OHRD202	 Anyone Can Lead - 09/05/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD203	 Attendance Management - 07/11/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD203	 Attendance Management - 08/01/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD203	 Attendance Management - 09/11/18 9am-4pm - Glenville	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD203	 Attendance Management - 10/16/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD203	 Attendance Management - 12/06/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD206	 Coaching and Developing Employee Performance - 07/24/18-07/25/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 12 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7




OHRD206	 Coaching and Developing Employee Performance - 10/30/18-10/31/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 12 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD207	 Conflict Management - 08/23/18-08/24/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 12 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD207	 Conflict Management - 10/09/18-10/10/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 12 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD210	 Discipline and Documentation (Blended) - 07/26/18 9am-12pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component II _ 6 Contact Hours Total _ All 3 modules of the online portion MUST be completed BEFORE attending the face-to-face/classroom portion _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD210	 Discipline and Documentation (Blended) - 09/11/18 9am-12pm - Glenville	Blended _ DOP-Policy 18 Component II _ 6 Contact Hours Total _ All 3 modules of the online portion MUST be completed BEFORE attending the face-to-face/classroom portion _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD210	 Discipline and Documentation (Blended) - 10/18/18 9am-12pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component II _ 6 Contact Hours Total _ All 3 modules of the online portion MUST be completed BEFORE attending the face-to-face/classroom portion _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD210	 Discipline and Documentation (Blended) - 11/08/18 9am-12pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component II _ 6 Contact Hours Total _ All 3 modules of the online portion MUST be completed BEFORE attending the face-to-face/classroom portion _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD211	 The Drug-Free Workplace - 08/30/18 9am-12pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 3 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD212	 Effective Selection Interviewing: Skills	Face-to-face/Classroom _ Elective (Component IV eligible) _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7

	Training in Questioning - 08/23/18 9am-4pm - Capitol Bldg. 7		
OHRD213	Employee Performance Appraisal: The Foundation for Performance Management - 11/01/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD214	Heading into Retirement: Planning for a Secure Future - 08/02/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD217	Interpersonal Communication: Building Relationships, Improving Performance - 12/12/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD220	Leadership at the Movies - 12/07/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD221	Leading Change in Turbulent Times - 08/14/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD221	Leading Change in Turbulent Times - 09/13/18 9am-4pm - Glenville	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD221	Leading Change in Turbulent Times - 10/04/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD221	Leading Change in Turbulent Times -	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	Canaan Valley Resort

	10/18/18 9am-4pm - Canaan Valley		
OHRD221	📄 Leading Change in Turbulent Times - 12/05/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD222	📄 Let Go and Stay Close: Skills and Techniques for Successful Delegation - 11/01/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD223	📄 Managing and the Law (Classroom Portion) - 07/26/18 1pm-4pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component I _ 6 Contact Hours Total _ Please be advised: This is a Blended Course (3 hrs face-to-face/classroom, 3 hrs post-work online). _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD223	📄 Managing and the Law (Classroom Portion) - 09/11/18 1pm-4pm - Glenville	Blended _ DOP-Policy 18 Component I _ 6 Contact Hours Total _ Please be advised: This is a Blended Course (3 hrs face-to-face/classroom, 3 hrs post-work online). _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD223	📄 Managing and the Law (Classroom Portion) - 10/18/18 1pm-4pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component I _ 6 Contact Hours Total _ Please be advised: This is a Blended Course (3 hrs face-to-face/classroom, 3 hrs post-work online). _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD223	📄 Managing and the Law (Classroom Portion) - 11/08/18 1pm-4pm - Capitol Bldg. 7	Blended _ DOP-Policy 18 Component I _ 6 Contact Hours Total _ Please be advised: This is a Blended Course (3 hrs face-to-face/classroom, 3 hrs post-work online). _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD224	📄 Managing Remote Workers and the Virtual Workforce: Skills and Strategies - 07/31/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD225	📄 Navigating Difficult Conversations - 07/25/18 9am-4pm -	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WVDOT District 3 Parkersburg

	DOH District 3- Parkersburg		
OHRD225	 Navigating Difficult Conversations - 08/28/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD225	 Navigating Difficult Conversations - 09/12/18 9am-4pm - Glenville	Face-to-face/Classroom _ DOP-Policy 18 Component III _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD227	 Preventing Harassment: A Shared Responsibility - 08/30/18 1pm-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 3 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD228	 Project Management Primer: Communication Essentials - 12/06/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (Component IV eligible) _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD229	 Providing Exceptional Customer Service - 10/24/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective _ 6 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Regents Room, Bldg. 7
OHRD231	 Supervising for Success II: Critical Skills for New Supervisors - 08/07/18-08/09/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 18 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD231	 Supervising for Success II: Critical Skills for New Supervisors - 09/11/18-09/13/18 9am-4pm - Glenville	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 18 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	DMAPS Professional Development Center - Glenville
OHRD231	 Supervising for Success II: Critical Skills for New	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 18 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7

	Supervisors - 11/27/18-11/29/18 9am-4pm - Capitol Bldg. 7		
OHRD231	 Supervising for Success II: Critical Skills for New Supervisors - 12/11/18-12/13/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ DOP-Policy 18 Component I _ 18 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD232	 Train the Trainer: Developing Learning Leaders - 10/23/18- 10/26/18 9am-4pm - Capitol Bldg. 7	Face-to-face/Classroom _ Elective (for workplace learning professionals and instructors) _ 24 Contact Hours _ Detailed Course Description can be found at www.personnel.wv.gov/OHRD	WV State Training Center - Capitol Room, Bldg. 7
OHRD33	 WV Capitol Complex CPOD - Online Resource	This course is for team members of the evacuation teams in preparation for a Closed Point of Dispensing Site simulation.	Online
OHRD34	 DOP Emergency Situations/Inclement Weather Policy Learning Blast - Online Learning Blast	The purpose of this OHRD Learning Blast is to provide clarification of the WV Division of Personnel's Policy 4, the Emergency Situations/Inclement Weather Policy.	Online
OHRD35	 WV DOP Policy 2 Learning Blast - Online Learning Blast	This OHRD Learning Blast provides a brief review of WV DOP Policy 2, The Drug- and Alcohol-Free Workplace Policy. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online
OHRD39	 Do Employee Performance Appraisals Matter? - Online Learning Blast	This OHRD Learning Blast provides a brief review of the purposes and benefits of the Employee Performance Appraisal System. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online
OHRD40-1	 Harassment in the Workplace-- Learning Blast 1 - Online Learning Blast	In this OHRD Learning Blast, learners analyze a scenario related to workplace harassment. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online
OHRD40-2	 Harassment in the Workplace-- Learning Blast 2 - Online Learning Blast	In this OHRD Learning Blast, learners analyze a second scenario related to workplace harassment. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online
OHRD40-3	 Harassment in the Workplace-- Learning Blast 3 - Online Learning Blast	In this OHRD Learning Blast, learners analyze a third scenario related to workplace harassment. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online

OHRD40-4	 Harassment in the Workplace-- Learning Blast 4 - Online Learning Blast	In this OHRD Learning Blast, learners analyze a final scenario related to workplace harassment. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online
OHRD42	 A Beginner's Guide to Due Process - Online Learning Blast	The Division of Personnel's Organization and Human Resource Development & Employee Relations sections have released this cooperative project. While this Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, it is a succinct overview of due process procedures and progressive discipline.	Online
OHRD44	 Position Description Form Learning Blast - Online Learning Blast	This OHRD Learning Blast explains the purpose of the Position Description process and provides HR personnel with guidelines on how to properly complete and analyze a Position Description form. This Learning Blast does not satisfy any requirements of the Supervisor/Manager Training Program, DOP Policy-18.	Online

In addition to the course list noted above, the Division of Personnel also offers the Human Resource Academy, which is geared toward human resource professionals within state government. The courses are noted below:







- 1 The Life of a Position Description Form
- 2 Navigating the Registers Process for OHC Users
- 3 wvOASIS Transactions & Transitions: Reqs, Docs, and Exceptions
- 4 The HR Professional's Guide to EPAs
- 5 About Time: Learning the Basics of Leave Usage
- 6 Staffing the HR Function – Part 1
- 7 Before You Choose: Application Review at the Agency Level
- 8 Leave Basics Part II: Understanding the FLMA Process
- 9 The Pay Plan Policy: Making it Work for Your Agency

For information relating to any training offered by the Division of Personnel, please visit <https://personnel.wv.gov/ohrd/Pages/default.aspx> or call 681-313-2702. OHRD offers additional classes not listed on our webpage or in the Learning Management System. Contact the Division of Personnel for more details.

PURCHASING DIVISION:

The Purchasing Division offers a variety of training platforms to train agency procurement officers, vendors and high-level officials, including in-person training courses, online resource modules, webinars and our annual conference. In addition, the Purchasing Division offers the West Virginia Procurement Certification Program (Basic and Advanced), which incorporates within the requirements training offered by the Purchasing Division.

The in-person training courses that are available through December of 2018 are available in the Learning Management System listed below:

Sort by Catalog ID ▲	Sort by Title ▲	Sort by Description ▲	Sort by Location ▲
PUR102	 An Intro to WV Purchasing - Bldg 7 2nd Floor Regents Rm 7/11/18 9am-4pm	This day-long session provides an introduction to West Virginia procurement. Topics covered include: terminology used in the procurement process, the purchasing decision path, usage of statewide contracts, specification dos and don'ts, solicitation development and advertisement, vendor registration requirements, and the evaluation of bids and award of contracts.	WV State Training Center - Regents Room, Bldg. 7
PUR105	 Electronic Business with WV - Bldg 15 1st Floor Conf Rm 7/18/18 10am-11:30am	This workshop will explore state government electronic business options, resources to help purchasers expand their agencies' vendor base, and tools for the procurement officer drawn from lessons learned and the latest strategies within state procurement.	Bldg 15 1st Floor Conf Rm
PUR107W	 Inspection Services - Webinar 12/12/18 10am-11am	This webinar will discuss the purpose of reviewing and auditing spending unit requests, purchases, and other transactions and purchases within the Purchasing Division's authority. It will also detail inspection procedures, requirements for state agencies, and contract management procedures.	Webinar
PUR110	 Fixed Assets and Surplus Property - Bldg 15 1st Floor Conf Rm 6/27/18 10am-11:30am	This workshop will focus on how to obtain property through the State and Federal Surplus Property Programs. The discussion will include eligibility requirements of the two programs, use and compliance requirements, and property availability. In addition, participants will learn the basic requirements of maintaining an agency's inventory in the wvOASIS Fixed Asset System. Adding property, retiring property, data change requests, and annual certifications will be covered.	Bldg 15 1st Floor Conf Rm
PUR111W	 Vendor Registration - Webinar 12/5/2018 9:30am-12pm	This webinar will discuss the vendor registration process, rules, requirements, and reasons behind the program, and will address questions such as who is required to register as a vendor and when the annual registration fee is applicable. In addition, we will cover the various methods at our disposal for completing a successful registration and when each tool is used, as well as the responsibilities of both the state agency and the Purchasing Division in the vendor registration process. Details will be covered related to the electronic vendor/customer registration process and the creation and requirements of the associated documents with wvOASIS. The vendor/customer data table utilized by the vendor registration process, the wvOASIS system's relationship with Vendor Self-Service, and various fee exemption codes will all be examined.	Webinar
PUR113W	 Developing Specifications and Contracting - Webinar 11/14/18 9am-11am	This webinar will explore the steps necessary to develop non-biased, competitive, clear and concise specifications. Participants will learn when to use mandatory specifications, review tips for writing effective specifications, and examine the "or equal" requirement when using brand names. Additionally, attendees in this session can expect to learn the core principles of contracts, along with some of the finer points of drafting that could elevate a document from being barely recognizable, to the go-to form for all of an agency's contracting needs. More specifically, attendees will learn the importance of key contract components, consistency in wording, clarification of meaning, avoidance of ambiguity, legal rules of contract interpretation, and the impact of drafting principles on the agency's current and future procurement contracts.	Webinar

PUR202	 Solicitation Process: From Pre-Planning to Post Award - Bldg 15 1st Floor Conf Rm 8/29/18 9am-12pm	Participants in this session will explore the various stages of a purchase, from acquisition planning and market research to developing specifications, preparing and advertising a solicitation, and evaluating and awarding a contract/purchase order. This session will also touch on addenda, pre-bid conferences, and change orders.	Bldg 15 1st Floor Conf Rm
PUR204	 Technical and Other Special Purchases - Bldg 15 1st Floor Conf Rm 10/24/18 9am-11am	This session will cover some of the most common types of technical purchases made in state government. Participants will learn the most important aspects of writing technical specifications and how they impact solicitation responses, as well as examine the technical evaluation and award processes for technical purchases. Additionally, this workshop will examine the procedures required when an agency intends to process an emergency, sole source, or piggyback procurement, including pre-approvals, required documentation, and exceptions. Participants will also explore the Purchasing Division's list of non-competitive/exempt commodities and services and how such purchases are handled.	Bldg 15 1st Floor Conf Rm
PUR205	 Travel Management - Bldg 15 1st Floor Conf Rm 8/1/18 10am-11:30am	This workshop will discuss the wvOASIS e-Travel program and related statewide contracts, as well as travel payment processing requirements.	Bldg 15 1st Floor Conf Rm
PUR208W	 wvOASIS Procurement - Webinar 8/15/18 9am-11am	This introductory webinar will include an overview of wvOASIS procurement documents, processing, terminology, and system features. The role of commodity codes and encumbrance will also be discussed.	Webinar
PUR210W	 Purchasing Ethics and Risks - Webinar 11/28/18 9am-11am	Attendees in this webinar will review and discuss some of the most common ethical prohibitions and pitfalls that arise in government procurement. More specifically, attendees will be exposed to criminal penalties related to procurement, general ethics laws of the State of West Virginia, and various factual scenarios for discussion. Additionally, attendees in this course will learn about risks in public procurement and what to do about it.	Webinar
PUR302	 EOIs and Construction Purchases - Bldg 15 1st Floor Conf Rm 10/31/18 9am-11am	This session will highlight the Expression of Interest (EOI) best value procurement process utilized by the state of West Virginia. Participants will learn how EOIs are used to select architects and engineers, as specified in West Virginia Code §5G, based on the vendor's qualifications and demonstrated competence for the type of professional services required at a fee determined to be fair and reasonable. Additionally, participants will gain a better understanding of the rules and requirements of the construction solicitation process.	Bldg 15 1st Floor Conf Rm
PUR303	 Preparing and Evaluating RFPs - Bldg 15 1st Floor Conf Rm 7/25/18 9am-12pm	This session will highlight the Request for Proposals (RFP) best value procurement process utilized by the state of West Virginia. Participants will learn the basic process for preparing and evaluating an RFP, from the initial approval of the Purchasing Division and the completion of the RFP template to the scoring procedures for the two-part evaluation. Individuals chosen to participate on an RFP evaluation committee are required to take this training within one year of serving on that committee.	Bldg 15 1st Floor Conf Rm

ONLINE MODULES

<p>Agency Delegated Purchasing</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Basic Purchasing</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Best Value Procurement/ RFP</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Blackout Period</p> <p>Activity Module Credits: 0.25 Hours Click here for certificate</p>
<p>Change Orders and Addenda</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Special Purchasing Processes</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Evaluation and Award Process</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Fixed Assets and Surplus Property</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>
<p>Request for Quotation</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>	<p>Stringing</p> <p>Activity Module Credits: 0.25 Hours Click here for certificate</p>	<p>Vendor Registration</p> <p>File Size: 89 MB Credits: 0.5 Hours Click here for certificate</p>	<p>Vendor Registration Fee Exemption</p> <p>Activity Module Credits: 0.25 Hours Click here for certificate</p>
<p>Vendor Remedies</p> <p>File Size: 86 MB Credits: 0.5 Hours Click here for certificate</p>	<p>Writing Specifications</p> <p>Activity Module Credits: 0.5 Hours Click here for certificate</p>		

Additionally, the online resource modules which are available are noted to the left and can be accessed at:

<http://www.state.wv.us/admin/purchase/training/modules.html>.

To receive credit to viewing these modules, a Certificate of Completion must be submitted to Purchasing.Training@wv.gov.

Additional training courses are noted below:

August 22, 2018

Doing Business with West Virginia Webinar (online) for Vendors

October 3-5, 2018

2018 Annual Purchasing Conference for State Agency Procurement Officers (Camp Dawson, Kingwood, WV)

Beginners and Advanced Tracks offered; 65 classes included, with 37 different workshop topics

For more details, visit

www.state.wv.us/admin/purchase/Conference/Agency/2018/default.html

November 1, 2018

Mandatory Training for High Level Officials on Purchasing Procedures and State Purchasing Card Program

For additional details, visit:

<http://www.state.wv.us/admin/purchase/training/mandatory.html>







For more information on the Purchasing Division's training program, please visit <http://www.state.wv.us/admin/purchase/training/default.html> or email Purchasing.Training@wv.gov.

OFFICE OF TECHNOLOGY:

The Office of Technology (OT) offers a variety of training, both in-person and online, to its customers, ranging from Microsoft Office software programs to cyber security and privacy training. All training registration is through the Learning Management system. OT supports state agencies in their day-to-day office automation needs by offering classes for various software packages supported. Classes are offered in a variety of formats,

















including instructor-led hands-on training, Instructor-led internet classroom, and E-learning self-paced classes.








Below is a list of OT's courses available through the Learning Management System, which may be accessed at www.onlinelearning.wv.gov. For questions related to OT's training courses, you may contact 304-558-6384.

Sort by Catalog ID ▲	Sort by Title ▲	Sort by Description ▲	Sort by Location ▲
MS0921	 Microsoft SharePoint Designer 2010 - What's New in SharePoint Designer 2010 - Web Based	This online course is designed to help you work with the SharePoint Designer 2010 interface, commands, and features to design and modify a SharePoint site. You can use the new ribbon and Microsoft Office Backstage view to easily locate the commands you want to use. The Navigation pane, summary pages, gallery pages, and navigation bar help you easily navigate the various pages and site objects in the site. SharePoint Designer 2010 also provides features that help you effectively create and manage the various site objects such as lists, workflows, and content types. You can also use SharePoint Designer 2010 to connect SharePoint sites to external data sources and use their contents in the sites by creating external content types and external lists. In this course, you will be introduced to these new and improved features of SharePoint Designer 2010.	Online
MS1000	 Office Communicator 2007 R2 Introduction - Web Based	An introductory course presenting messaging, contact, and presence features in Communicator 2007 R2.	Online
MS1000A	 Microsoft LiveMeeting - Scheduling a Meeting - Web Based	Learn how to use Microsoft Live meeting to conduct online conferences and training. This course specifically addresses scheduling meetings and setting up presenters/attendees.	Online
MS1000B	 Microsoft LiveMeeting - Get Down to Details - Web Based	Learn about Microsoft Live Meeting and how to set up the meeting details and options that are available.	Online
MS1000C	 Microsoft LiveMeeting - Joining a Meeting From Outlook - Web Based	This video covers how to transfer from Outlook into a live meeting session.	Online
MS1000E	 Microsoft Communicator - Managing Your Time with Office Communicator (OCS) - Web Based	How to use Office Communicator to effectively manage your time.	Online


MS10929	 Microsoft Office 365 - Sharing and Working with Teams Using Office 365 - Web Based	Techniques for working with Office 365.	Online
MS70133	 Microsoft Access 2013 - Make the Switch to Access 2013 - Web Based	Learn about the new features and changes in Access 2013. This course requires the use of Internet Explorer.	Online
MS70134	 Microsoft PowerPoint 2013 - Make the Switch to PowerPoint 2013 - Web Based	Learn about the new features and changes in PowerPoint 2013. This course requires the use of Internet Explorer.	Online
MS70135	 Microsoft Lync 2013 - Make the Switch to Lync 2013 - Web Based	Learn about the new features and changes in Lync 2013. This course requires the use of Internet Explorer.	Online
MS70136	 Microsoft Outlook 2013 - Make the Switch to Outlook 2013 - Web Based	Learn about the new features and changes in Outlook 2013. This course requires the use of Internet Explorer.	Online
MS70137	 Microsoft Word 2013 - Make the Switch to Word 2013 - Web Based	Learn about the new features and changes in Word 2013. This course requires the use of Internet Explorer.	Online
MS70138	 Microsoft Project 2013 - Make the Switch to Project 2013 - Web Based	Learn about the new features and changes in Project 2013. This course requires the use of Internet Explorer.	Online
MS70139	 Microsoft Publisher 2013 - Make the Switch to Publisher 2013 - Web Based	Learn about the new features and changes in Publisher 2013. This course requires the use of Internet Explorer.	Online
MS70140	 Microsoft Visio 2013 - Make the Switch to Visio 2013 - Web Based	Learn about the new features and changes in Visio 2013. This course requires the use of Internet Explorer.	Online
MS70141	 Microsoft OneNote 2013 - Make the Switch to OneNote 2013 - Web Based	Learn about the new features and changes in OneNote 2013. This course requires the use of Internet Explorer.	Online

MS70142	 Microsoft Excel 2013 - Make the Switch to Excel 2013 - Web Based	Learn about the new features and changes in Excel 2013. This course requires the use of Internet Explorer.	Online
MS70148	 Microsoft Excel 2013 Essentials - Web Based	Learn about the essential features of Excel 2013. This course requires the use of Internet Explorer.	Online
MS70149	 Microsoft Lync 2013 Essentials - Web Based	Learn about the essential features of Lync 2013. This course requires the use of Internet Explorer.	Online
MS70150	 Microsoft Office for Macintosh Essentials - Web Based	Learn about the essential features of Office for Mac. This course requires the use of Internet Explorer.	Online
MS70151	 Microsoft Office Web Apps Essentials - Web Based	Learn about the essential features of Microsoft Office Web Apps. This course requires the use of Internet Explorer.	Online
MS70152	 Microsoft OneNote 2013 Essentials - Web Based	Learn about the essential features of OneNote 2013. This course requires the use of Internet Explorer.	Online
MS70153	 Microsoft Outlook 2013 Essentials - Web Based	Learn about the essential features of Outlook 2013. This course requires the use of Internet Explorer.	Online
MS70154	 Microsoft PowerPoint 2013 Essentials - Web Based	Learn about the essential features of PowerPoint 2013. This course requires the use of Internet Explorer.	Online
MS70155	 Microsoft Project 2013 Essentials - Web Based	Learn about the essential features of Project 2013. This course requires the use of Internet Explorer.	Online
MS70157	 Microsoft Visio 2013 Essentials - Web Based	Learn about the essential features of Visio 2013. This course requires the use of Internet Explorer.	Online
MS70158	 Microsoft Word 2013 Essentials - Web Based	Learn about the essential features of Word 2013. This course requires the use of Internet Explorer.	Online
MS7995	 Windows 10 - Online Level 1	Windows 10 Online Level 1 topics: *Windows Basics *Navigating the Windows 10 Desktop *Personalization Settings *Desktop Management	Online
MS7996	 Windows 10 - Online Level 2	Windows 10 Online Level 2 topics: *File Explorer *Navigating Folders *File Management *Printing	Online










MS7997	 Windows 10 - Online Level 3	Windows 10 Online Level 3 topics: *Using the Internet *Microsoft Edge	Online
MS8001	 Microsoft PowerPoint 2016 - Online Level 1	PowerPoint 2016 - Online Level 1 covers the following topics: *Getting Acquainted with PowerPoint *Creating Basic Presentations *Using Presentation Views *Using Text in the Presentation	Online
MS8002	 Microsoft PowerPoint 2016 - Online Level 2	PowerPoint 2016 - Online Level 2 covers the following topics: *Using Pictures and Picture Tools *Using SmartArt *Using SlideShow View *Printing Your Presentation	Online
MS8003	 Microsoft PowerPoint 2016 - Online Level 3	PowerPoint 2016 - Online Level 3 covers the following topics: *Understanding PowerPoint Help *Applying Animation *Drawing Objects and Using Shapes *Inserting Video and Sound	Online
MS8004	 Microsoft PowerPoint 2016 - Online Level 4	PowerPoint 2016 - Online Level 4 covers the following topics: *Using Themes *Using Presentation Masters *Setting Up the Presentation *Applying Actions *Inserting Charts, Tables and Objects *Setting PowerPoint Options	Online
MS8010	 Microsoft Excel 2016 - Online Level 1	Excel 2016 - Online Level 1 covers the following topics: *Getting Acquainted with Excel *File Management	Online
MS8011	 Microsoft Excel 2016 - Online Level 2	Excel 2016 - Online Level 2 covers the following topics: *Data Entry *Creating Formulas *Copying & Pasting Formulas	Online
MS8012	 Microsoft Excel 2016 - Online Level 3	Excel 2016 - Online Level 3 covers the following topic: *Columns & Rows *Formatting Worksheets *Worksheet Tools	Online
MS8013	 Microsoft Excel 2016 - Online Level 4	Excel 2016 - Online Level 4 covers the following topics: *Setting Worksheet Layout *Printing Worksheets *Using Help in Excel	Online
MS8014	 Microsoft Excel 2016 - Online Level 5	Excel 2016 - Online Level 5 covers the following topics: *3D Formulas *Named Ranges *Conditional Formatting and Cell Styles *Paste Special	Online
MS8015	 Microsoft Excel 2016 - Online Level 6	Excel 2016 - Online Level 6 covers the following topics: *Sharing Workbooks *Auditing Worksheets *Outlining Worksheets *Consolidating Worksheets	Online
MS8016	 Microsoft Excel 2016 - Online Level 7	Excel 2016 - Online Level 7 covers the following topics: *Tables *Sorting Data *Filtering Data	Online
MS8017	 Microsoft Excel 2016 - Online Level 8	Excel 2016 - Online Level 8 covers the following topics: *What-If Analysis and Forecasts *Table-Related Functions *Sparklines	Online
MS8018	 Microsoft Excel 2016 - Online Level 9	Excel 2016 - Online Level 9 covers the following topics: *Creating Charts in Excel *Formatting Charts in Excel	Online
MS8019	 Microsoft Excel 2016 - Online Level 10	Excel 2016 - Online Level 10 covers the following topics: *PivotTables and PivotCharts *PowerPivot *PowerView	Online
MS8020	 Microsoft Excel 2016 - Online Level 11	Excel 2016 - Online Level 11 covers the following topics: *Slicers and Timelines *Security Features *Making Macros	Online
MS8021	Microsoft Excel 2016 - Online Level 12	Excel 2016 - Online Level 12 covers the following topics: *Data Models	Online




MS8030	 Microsoft Word 2016 - Online Level 1	Word 2016 - Online Level 1 covers the following topics: *Getting Acquainted with Word, *Creating Basic Documents, *Document Views, *Basic Editing Skills.	Online
MS8031	 Microsoft Word 2016 - Online Level 2	Word 2016 - Online Level 2 covers the following topics: *Basic Proofing Tools *Font Formatting *Formatting Paragraphs	Online
MS8032	 Microsoft Word 2016 - Online Level 3	Word 2016 - Online Level 3 covers the following topics: *Document Layout *Using Templates *Printing Documents *Helping Yourself *Working with Tabs	Online
MS8033	 Microsoft Word 2016 - Online Level 4	Word 2016 - Online Level 4 covers the following topics: *Pictures and Media *Drawing Objects *Using Building Blocks	Online
MS8034	 Microsoft Word 2016 - Online Level 5	Word 2016 - Online Level 5 covers the following topics: *Styles *Themes and Style Sets *Page Backgrounds *Bullets and Numbering	Online
MS8035	 Microsoft Word 2016 - Online Level 6	Word 2016 - Online Level 6 covers the following topics: *Tables *Table Formulas	Online
MS8036	 Microsoft Word 2016 - Online Level 7	Word 2016 - Online Level 7 covers the following topics: *Inserting Page Elements *Outlines *Mailings *Sharing Documents	Online
MS8037	 Microsoft Word 2016 - Online Level 8	Word 2016 - Online Level 8 covers the following topics: *Creating a Table of Contents *Creating an Index *Citations and Bibliography *Captions	Online
MS8038	 Microsoft Word 2016 - Online Level 9	Word 2016 - Online Level 9 covers the following topics: *Creating Forms *Making Macros *Word Options *Document Security	Online
MS8065	 Microsoft Publisher 2016 - Online Level 1	Publisher 2016 - Online Level 1 covers the following topics: *Getting Acquainted with Publisher *Creating Basic Publications *Basic Skills	Online
MS8066	 Microsoft Publisher 2016 - Online Level 2	Publisher 2016 - Online Level 2 covers the following topics: *Formatting Objects *Using Building Blocks *Master Pages *Customizing Schemes *Using Tables *Page Setup and Layouts	Online
MS8067	 Microsoft Publisher 2016 - Online Level 3	Publisher 2016 - Online Level 3 covers the following topics: *Creating Mailings from Publisher *Printing *Using Publisher Help	Online
MS8070	 Microsoft OneDrive - Online Level 1	This course provides an understanding of the basic features in using OneDrive starting with accessing/logging into your OneDrive account and continuing with basic file management.	Online
MS8071	 Microsoft OneDrive – Online Level 2	This course provides instruction on using the advanced features of sharing files in OneDrive.	Online
MS8080	 Microsoft Outlook 2016 - Online Level 1	Outlook 2016 - Online Level 1 covers the following topics: *Getting Acquainted with Outlook *Email *The Sent Items Folder *The Outbox Folder *Deleted Items	Online
MS8081	 Microsoft Outlook 2016 - Online Level 2	Outlook 2016 - Online Level 2 covers the following topics: *Making Contacts *Advanced Mailbox Options	Online
MS8082	 Microsoft Outlook 2016 - Online Level 3	Outlook 2016 - Online Level 3 covers the following topics: *Using the Calendar *Delegates	Online

MS8083	 Microsoft Outlook 2016 - Online Level 4	Outlook 2016 - Online Level 4 covers the following topics: *Tasks *The Journal Folder *Notes	Online
MS8090	 Microsoft OneNote 2016 - Online Level 1	OneNote 2016 - Online Level 1 covers the following topics: *Getting Acquainted with OneNote *Getting Started with OneNote *Taking Different Types Notes *Formatting Notes	Online
MS8091	 Microsoft OneNote 2016 - Online Level 2	OneNote 2016 - Online Level 2 covers the following topics: *Using Writing Tools to Take Notes *Viewing and Organizing Information *Using Stationary and Templates *Formatting Pages *Printing from OneNote	Online
MS8092	 Microsoft OneNote 2016 - Online Level 3	OneNote 2016 - Online Level 3 covers the following topics: *Sharing Notebooks and Collaborating *Researching with OneNote *Using the OneNote Help system	Online
MS8093	 Microsoft Access 2016 - Online Level 1	Access 2016 - Online Level 1 covers the following topics: *Getting Acquainted with Access *Creating Relational Database Tables *Using Tables	Online
MS8094	 Microsoft Access 2016 - Online Level 2	Access 2016 - Online Level 2 covers the following topics: *Field Properties *Joining Tables *Indexing Tables	Online
MS8095	 Microsoft Access 2016 - Online Level 3	Access 2016 - Online Level 3 covers the following topics: *Queries *Advanced Queries *Advanced Query Types	Online
MS8096	 Microsoft Access 2016 - Online Level 4	Access 2016 - Online Level 4 covers the following topics: *Creating Forms *Form and Report Controls	Online
MS8097	 Microsoft Access 2016 - Online Level 5	Access 2016 - Online Level 5 covers the following topics: *Using Controls *Subforms	Online
MS8098	 Microsoft Access 2016 - Online Level 6	Access 2016 - Online Level 6 covers the following topics: *Reports *Subreports *Charting Data	Online
MS8099	 Microsoft Access 2016 - Online Level 7	Access 2016 - Online Level 7 covers the following topics: *Macros	Online
MS8100	 Microsoft Access 2016 - Online Level 8	Access 2016 - Online Level 8 covers the following topics: *Switchboard and Navigation Forms *Advanced Features *Helping Yourself	Online
MS8101	 SharePoint 2013 - Online Level 1	Introducing SharePoint 2013: What is SharePoint and the program components. Navigating and Personalizing SharePoint. My Sites. Navigating the program. Finding people and content using search. Updating Your Profile, Following sites, documents and people. Viewing and configuring status updates. Tracking tasks.	Online
MS8102	 SharePoint 2013 - Online Level 2	SharePoint Lists. Creating and editing list items. Subscribing to RSS Feeds. Sorting and filtering. Views. Using Timeline views. Quick Edit. Exporting. Recycle bin. Using special lists. Participating in discussions. Contributing to Wikis. Submitting surveys and viewing results. Blogging.	Online
MS8103	 SharePoint 2013 - Online Level 3	Working with SharePoint Libraries: Library items. Setting media properties. Linking libraries to Office and Outlook. Document management processes.	Online
MS8104	 SharePoint 2013 - Online Level 4	Securing content. Reviewing permissions and sharing content. Social Networking. Summarizing SharePoint 2013.	Online

OT1008	 RightFax - How to Use Faxing Software - Web Based	This course introduces the student to using the RightFax faxing software.	Online
OT1090	 Cisco Phone Training - Model 6921 - Web Based	Learn about the features of your Cisco Phone, Model 6921. Also available for printing are User Guides and Quick Reference Cards.	Online
OT1100	 Cisco Phone Training - Model 7940g - Web Based	Learn how to use and program your new Cisco phone model 7940g.	Online
OT1100A	 Cisco Phone Training - Model 7942 - Web Based	Learn how to use Cisco Phone Model 7942. This tutorial refers to the 794X phone series. Phones within this series have similar features and functionality. Also available for printing are User Guides and Quick Reference Cards.	Online
OT1100B	 Cisco Phone Training - Model 7962 - Web Based	Learn how to use Cisco Phone Training Model 7962. This tutorial refers to the 796X phone series. Phones within this series have similar features and functionality. Also available for printing are User Guides and Quick Reference Cards.	Online
OT1100C	 Cisco Phone Training - Model 7941 - Web Based	Learn how to use the Cisco Phone - Model 7941	Online
OT1100D	 Cisco Phone Training - Model 7945 - Web Based	Learn the features of the Cisco Phone Model 7945 (same as model 7941)	Online
OT1100E	 Cisco Phone Training - Model 7960 - Web Based	Learn about your Cisco Phone - Model 7960.	Online
OT1100F	 Cisco Phone Training - Model 7961 - Web Based	Learn about the features of the Cisco Phone Model 7961	Online
OT1100G	 Cisco Phone Training - Model 7965 - Web Based	Learn the features of your Cisco Phone Model 7965	Online
OT1100H	 Cisco Phone Training - Model 7975 - Web Based	Learn about the features of the Cisco Phone, Model 7975.	Online
OT1100K	 Cisco Phone Training - Models 88XX	Learn about the features of the Cisco Phone Model 88XX series,	Online
OT1100Y	 Cisco Bridge Operator Console Training	This covers the features and operations of the Cisco Bridge Operator Console.	Online
OT1100Z	 Cisco Jabber Version 11	This course introduces the features available in Cisco Jabber.	Online

OT1103	 Keyboarding Skills - Web Based	This course offers beginning to advanced exercises to develop effective and accurate keyboarding skills.	Online
OT200	 Data Loss Prevention and Office 365 - Web Based	Presentation by Dennis Guzy, Microsoft held on November 7, 2013.	Online
OT201	 Outlook Web App - Using the Outlook Web Application - Web Based	Using Outlook Web App to send and receive email messages.	Online
OT400	 Crystal Reports - Online Level 1	Crystal Reports Online Level 1 topics: *The Crystal Reports Environment *Creating Data Connections	Online
OT401	 Crystal Reports - Online Level 2	Crystal Reports Online Level 2 topics: *Creating Basic Reports *Linking Tables in a Report *Basic Formatting Techniques	Online
OT402	 Crystal Reports - Online Level 3	Crystal Reports Online Level 3 topics: *Record Selection *Setting Filters *Sorting and Grouping Records *Printing Reports	Online
OT403	 Crystal Reports - Online Level 4	Crystal Reports Online Level 4 topics: *Using Formulas *Advanced Formatting *Conditional Formatting	Online
OT404	 Crystal Reports - Online Level 5	Crystal Reports Online Level 5 topics: *Charting	Online
OT405	 Crystal Reports - Online Level 6	Crystal Reports Online Level 6 topics: *Advanced Reporting Tools *Running Totals *Creating Parameters *Alerts	Online
OT406	 Crystal Reports - Online Level 7	Crystal Reports Online Level 7 topics: *Advanced Formula Creation	Online
OT407	 Crystal Reports - Online Level 8	Crystal Reports Online Level 8 topics: *Advanced Reporting *Report Template *Exporting Results *Setting Options	Online
OT408	 Crystal Reports - Online Level 9	Crystal Reports Online Level 9 topics: *Using Report Wizards *Advanced Database Concepts *SQL Code *Table Aliases *Mapping Fields	Online
OT420	 Adobe Acrobat XI Pro - Online Level 1	Adobe Acrobat XI Pro - Online Level 1 covers the following topics: *Getting Acquainted with Acrobat *Creating PDFS	Online
OT421	 Adobe Acrobat XI Pro - Online Level 2	Adobe Acrobat XI Pro - Online level 1 covers the following topics: *Basic PDF Editing *Advanced Editing *Bookmarks	Online
OT422	 Adobe Acrobat XI Pro - Online Level 3	Adobe Acrobat XI Pro - Online Level 3 covers the following topics: *Adding Multimedia Content and Interactivity *Combining and Rearranging PDFs *Exporting and Converting Content	Online
OT423	 Adobe Acrobat XI Pro - Online Level 4	Adobe Acrobat XI Pro - Online Level 4 covers the following topics: *Collaborating *Creating and Working with Portfolios	Online
OT424	 Adobe Acrobat XI Pro - Online Level 5	Adobe Acrobat XI Pro - Online Level 5 covers the following topics: *Getting Started with Forms *Adobe Forms Central	Online

OT425	 Adobe Acrobat XI Pro - Online Level 6	Adobe Acrobat XI Pro - Online Level 6 covers the following topics: *Professional Print Production *Scanning and Optical Character Recognition *Automating Routine Tasks	Online
OT426	 Adobe Acrobat XI Pro - Online Level 7	Adobe Acrobat XI Pro - Online Level 7 covers the following topics: *Document Protection and Security *Adobe Reader and Acrobat.com *Help	Online
OT500	 Intune Company Portal Enrollment	Information about Intune Company Portal, how to enroll your mobile device and connect to email.	Online
SEC1015	 Multi Factor Authentication - A Second Layer of Security	A micro-learning course that covers the steps in setting up and using Multi Factor Authentication. (<8 minutes)	Online
SEC3000	 Securing the Human: Management Extras - Web Based	These additional modules focus on information security issues that affect management decisions. The target audience for this class is agency leadership, however, it is open to all. It is not required unless an employee's agency has required.	Online
TLC100	 Excel 2016 Level 1 - 7/31/2018 9am-12pm Capitol	Excel Basics: examining the Excel environment, opening, creating, navigating, saving and closing workbooks. Working with data: entering text and numbers, data entry shortcuts, using undo, redo, find and replace. Editing a worksheet: working with ranges, using cut, copy and paste. Working with formulas and functions. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center
TLC101	 Excel 2016 Level 2 - 7/31/2018 1pm-4pm Capitol	Formatting a worksheet: change and copy formats of text, cells, and values. Changing cell alignment, applying borders and shading, and freezing rows and columns. Page setup and printing: adjusting margins, orientation, page breaks, print areas, print titles, and inserting headers and footers. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center
TLC200	 Word 2016 Level 1 - 7/19/18 9am-12pm Capitol	Word Basics: examining the Word environment, creating, opening, navigating, saving and closing documents. Working with a document: entering, selecting, editing, and formatting text. Using the thesaurus, find and replace, copy and paste commands, and format painter. Controlling page layout, print preview and printing. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center
TLC201	 Word 2016 Level 2 - 8/3/2018 9am-12pm Capitol	Formatting the appearance of text in a document: using text effects, inserting date and time, adding borders. Paragraph alignment options: aligning and adjusting text, line spacing options, indenting a paragraph, using and changing tabs, creating numbered and bulleted lists, creating and editing headers and footers. Page options: setting margins and page orientation, and inserting a watermarks. Working with multiple pages: inserting and modifying page breaks, working with section breaks and columns, and formatting page numbers. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center

TLC300	 PowerPoint 2016 Level 1 - 7/17/2018 9am-12pm Capitol	PowerPoint Basics: examining the PowerPoint environment, opening, creating, navigating, saving and closing presentations, exploring PowerPoint views and using templates. Adding, deleting, and hiding slides, applying themes, and creating sections. Inserting, modifying and formatting text, creating and modifying headers and footers. Using the notes pane, copying and moving text from one slide to another, importing text from Microsoft Word, using bulleted lists, setting paragraph alignment and adding columns. Previewing a presentation, slide setup options, outlines, and printing. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center
TLC301	 PowerPoint 2016 Level 2 - 7/26/2018 9am-12pm Capitol	Working with graphics: Adding pictures from files and online sources. Drawing tools. Formatting objects. Cropping images. Creating a photo album. Manipulating Objects: Resizing, moving, aligning, rotating and layering objects. Working with shapes. Animation Techniques: Applying animations effects. Slide Transitions. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center
TLC500	 Access 2016 Level 1 - 7/24/2018 9am-4pm Capitol	Access basics: understanding databases, using database templates, creating and opening databases, setting Access options, and navigating the Access environment. Working with tables: creating a table, entering and formatting table data, and designing a table in design view. Working with records: selecting, sorting, and deleting records. Working with queries: creating a query, adding/removing fields and criteria, and saving and running a query. Working with forms: creating forms, adding form fields, and entering data. Working with reports: creating reports, modifying report setup, and printing. **Billed at \$25/half day and \$50/full day for "@wv.gov" employees. Email address NOT "@wv.gov" rates remain \$75/half day and \$150/full day. The class fees are billed to your agency.**	Capitol Complex, Bldg. 7 2nd Floor, Caperton Training Center




Additional instructor-led courses offered by the Office of Technology that are not listed above include the following subject matters:

TLC	Using the Cisco Phone System	TLC108	Excel 2016 Level 9	TLC302	PowerPoint 2016 Level 3
TLC102	Excel 2016 Level 3	TLC202	Word 2016 Level 3	TLC303	PowerPoint 2016 Level 4
TLC103	Excel 2016 Level 4	TLC203	Word 2016 Level 4	TLC304	PowerPoint 2016 Level 5
TLC104	Excel 2016 Level 5	TLC204	Word 2016 Level 5	TLC400	Outlook 2016 Level 1
TLC105	Excel 2016 Level 6	TLC205	Word 2016 Level 6	TLC401	Outlook 2016 Level 2
TLC106	Excel 2016 Level 7	TLC206	Word 2016 Level 7	TLC402	Outlook 2016 Level 3
TLC107	Excel 2016 Level 8	TLC207	Word 2016 Level 8	TLC501	Access 2016 Level 2
TLC502	Access 2016 Level 3				
TLC600	Computer Basics and Windows 10				

PUBLIC EMPLOYEES INSURANCE AGENCY

In addition to the training available on the Learning Management System, PEIA also provides training materials to benefit coordinators at <https://peia.wv.gov/Forms-Downloads/Pages/Training-and-Instructional-Documents.aspx>.

For additional questions, please contact 1-888-680-7342 or email peia.help@wv.gov.

Sort by Catalog ID ▲	Sort by Title ▲	Sort by Description ▲	Sort by Location ▲
PEIA101-2016	 PEIA 101 for Benefit Coordinators	Resources, policies, and procedures for PEIA Agency Coordinators.	Online
PEIA101MF	 Mountaineer Flexible Benefits - Web Based	An introduction to the Mountaineer Flexible Benefits plan for PEIA Benefit Coordinators.	Online
PEIA101WCSSCU	 PEIA Web Contributions State and Higher Ed - Web Based	PEIA Web Contributions System training for state agencies, colleges, and universities.	Online

WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

The West Virginia Equal Employment Opportunity Office provides training on an “as needed” basis to agencies. To request training, please contact the EEO office at 304-558-0857.

FOR MORE INFORMATION...

State employees should communicate with their supervisor prior to scheduling to attend any class. Additional information and contact information may be found at the respective agency’s website. To access websites for all agencies within the Department of Administration, please visit <https://administration.wv.gov/Pages/default.aspx>.

Thank you for your interest in the Department of Administration’s training programs that have been developed to assist its customers in providing detailed information relating to our programs and services!