

Professional Development Opportunities

Cultivating life-long learners at the Kentucky Department for Public Health

Opportunity 1

Excel I for Public Health Practice

This Microsoft Excel Training is provided by Western Kentucky University in three, 3.5-hour sessions for 10.5 hours of instruction. This interactive training series begins with an introductory course and progresses through basic to intermediate skills. At the conclusion of this course, participants will be able to work smarter, not harder, with Excel.

Excel Training Course Information

- Instructor: Susan Thomison, Certified Microsoft Educator
- Training topics
 - Session 1: Basic functions and formulas, creating and editing workbooks
 - Session 2: Functions and formulas, auto sum, relative referencing, quick analysis, freezing rows and columns, and printing
 - Session 3: Importing data, conditional formatting, data validation, and protecting cells/worksheets
- Where: Zoom
- Participants: The program accepts nominees from Division Leadership to participate. Seating is limited, enrollment is subject to availability.

If you are interested in a professional development opportunity, let your supervisor know!

Opportunity 2

Excel II for Public Health Practice

This Excel Training is provided by Western Kentucky University in three, 3.5-hour sessions for 10.5 hours of instruction. This interactive training series begins with intermediate-level content and progresses through advanced-level skills. Before enrolling, participants may be required to complete a pre-survey to identify the training series that best meets their needs. The series concludes with participants completing a project to apply their newly learned skills in Excel.

Excel Training Course Information

- Instructor: Susan Thomison, Certified Microsoft Educator
- Training topics
 - Session 4: Tables, text and count formulas, Vlookups & Hlookups, and nested formulas
 - Session 5: Charting, slicers, pivot tables and charts
 - Session 6: Dashboard, macro recording, and an application project
- Where: Zoom
- Participants: The program accepts nominees from Division Leadership to participate. Seating is limited, enrollment is subject to availability.





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Opportunity 3

Microsoft Word Training Series

This training series titled, "**Introduction to Microsoft Word for Public Health Practice**" is provided by Western Kentucky University in two, two-hour sessions. This interactive series begins with an introductory course and progresses through the content listed below. Participants conclude the series by completing a project to apply their newly learned skills.

Word Training Course Information

- Instructor: Susan Thomison, Certified Microsoft Educator
- Training Topics: Document creation, editing, formatting, saving, and printing
- Where: Zoom
- Participants: The program accepts nominees from Division Leadership to participate. Seating is limited, enrollment is subject to availability.

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Opportunity 4

Microsoft PowerPoint Training Series

The training series, "**Introduction to PowerPoint for Public Health Practice**", is provided by Western Kentucky University in two, two-hour sessions. Participants will learn the dos and don'ts of creating a presentation that enhances the information conveyed. This interactive series covers the topics listed below. Participants conclude the series by completing a project to apply their newly learned skills.

PowerPoint Training Course Information

- Instructor: Susan Thomison, Certified Microsoft Educator
 - Training Topics: Functions of the menu, title, and scroll bars, and slideshow creation
- Where: Zoom
- Participants: The program accepts nominees from Division Leadership to participate. Seating is limited, enrollment is subject to availability.



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Opportunity 5

Meeting Management & Facilitation Skills Workshop

This interactive workshop led by Eastern Kentucky University's (EKU) Facilitation Center is designed to strengthen meeting facilitation skills in order to better prepare for and facilitate effective meetings. After completing this workshop, participants will be better able to design and plan effective and efficient meetings; facilitate productive meetings; assist groups in generating creative ideas; create a safe, nurturing environment for meetings; utilize storyboarding, display thinking, and visuals; and better manage group dynamics.

Meeting Management & Facilitation Skills Workshop Information

- Instructor: Instructors from [Eastern Kentucky University's Facilitation Center](#)
- Where: In-person
- Participants: The program accepts nominees from Division Leadership to participate. Seating is limited, enrollment is subject to availability.

Learning Objectives:

- Explain the facilitator's role, including key components of the job description, essential facilitation skills and attitudes, and balancing dual roles.
- Identify and list elements of a failed and successfully designed meeting.
- Create draft meeting purpose and non-purpose statements, outcomes, and key questions.
- Develop an understanding of group development: forming, storming, norming, and performing, and facilitation techniques to use at each stage.
- Discuss the Levels of Intervention (when and how to handle difficult group behaviors).
- Explore ways to incorporate graphics into facilitated meetings.
- Compare four brainstorming facilitation techniques.
- Facilitate part of a workshop with team members.
- Document creation, editing, formatting, saving, and printing

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