



LEARN AT PDS

Performance & Development Solutions

PERFORMANCE NEWSLETTER

WINTER 2009

Have You Upgraded to Office 2007?

If you've upgraded to Office 2007 and would like to know the "ins" and "outs" of the newest version, look to PDS for your training. We're offering a wide variety of classes to meet your needs. Whether you want to attend a full-day session to learn the depth and breadth of the software, or prefer to just hit the highlights, we can help!

Classes are held on the Capitol complex at the Hoover Building instructed by Dawn Stohs and Brian Mayer. They are also available to conduct special sessions for any agency wishing to have customized training. Just let us know and we'll help you make the most of your time in the classroom.

New Features - Access (PC 721)
February 26th
9:30 - 11:30
\$49

New Features - Word (PC 721)
February 26th
12:00 - 2:00
\$49

New Features - Excel (PC 720)
February 26th
2:30 - 4:30
\$49



Conquer the STRESS!



Stress. We all live with it each day. As the economy worsens, Americans' stress level is on the rise.

But how do you react to daily stress? Nothing can eliminate all stress in your life. But you can do things to reduce stress. By the end of the course, you will have constructed a personal stress-management program that you can use to motivate you to greater health and well-being.

[Managing Stress Effectively](#) (GI 019)

Instructor: Dan Harkness
Thursday, February 5th
or
Tuesday, March 10th
Fee: \$80



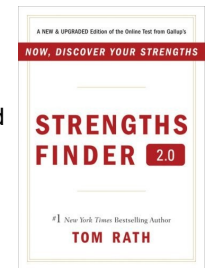
"Twofer Tuesday" SPECIAL TRAINING OFFER FROM PDS

Register **NOW** for any PDS class that takes place on a **TUESDAY** and send two for the price of one. **S-T-R-E-T-C-H** your training dollars and take advantage of this great offer. This offer is good until **Tuesday, March 31, 2009**. (*New Horizons computer classes, CPM and special sessions not included.*) Contact us for more details.



A Cool Tool To Help You Discover Your Strengths

Written by a #1 New York Times bestselling author Tom Rath, *StrengthsFinder 2.0* is a book that will help you discover your natural talents that oftentimes go untapped. In the 2001 management book *Now, Discover Your Strengths*, Gallop introduced its first version of an online assessment that allowed millions to uncover their top talents. In *StrengthsFinder 2.0*, you'll learn hundreds of strategies to make the most of your abilities. Rather than concentrating on improving a flaw or weakness, why not focus on the strengths that you were naturally blessed with? In order to do so, however, you must first identify them. That's the essence of this book.



After completing the assessment, a composite report and planning guide is provided. This allows you to dig deeper into applying the self-knowledge that comes from the assessment. If you are looking for a tool to help you identify what you are really good at – and ways to develop specific goals based on that information – I recommend you look into *StrengthsFinder 2.0*. It will help you think about how your talents, investment, experience, skills and knowledge work together to build your strengths.

- Reviewed by Judy Akre

Upcoming PDS Workshops

Here are some of our upcoming workshops. For a complete list, visit our [website!](#)

February

[Prepare & Present Grievance/GRIP](#) (NC 902)
February 9, 2009 ♦ 1:00 - 4:00 ♦ \$49

[Preventing Sexual Harassment for Employees](#) (GI052)
February 10, 2009 ♦ 8:30 - 11:30 ♦ \$50

[Human Relations Skills](#) (SC 203)
February 10 & 11, 2009 ♦ 8:30 - 4:30 ♦ \$225

[Creative Writing](#) (GI 221)
February 17, 2009 ♦ 8:30 - 4:30 ♦ \$150

[Memory Power Tools](#) (GI 203)
February 26, 2009 ♦ 8:30 - 11:30 ♦ \$75

[Building a Culture of Accountability](#) (GI 212)
February 25, 2009 ♦ 12:30 - 3:30 ♦ \$150

March

[Overview of State Government Finances](#) (MC 311)
March 5, 2009 ♦ 8:30 - 4:30 ♦ \$60

[Plain Talk](#) (GI 223)
March 10, 2009 ♦ 8:30 - 4:30 ♦ \$150

[Listening: The Forgotten Skill](#) (GI 003)
March 11, 2009 ♦ 8:30 - 4:30 ♦ \$110

[Valuing Diversity in the Workplace](#) (GI 103)
March 11, 2009 ♦ 1:00 - 4:00 ♦ \$50

[Dimensions of Behavior](#) (GI 312)
March 25, 2009 ♦ 8:30 - 11:30 ♦ \$105

[Creating Performance Accountability](#) (GI 220)
March 26, 2009 ♦ 8:30 - 4:30 ♦ \$150

Performance & Development Solutions
Iowa Department of Administrative Services Human Resources Enterprise

Website: <http://learnatpds.iowa.gov> ♦ E-Mail: pds@iowa.gov ♦ [Download Course Registration Form](#)

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