



MAPS Management Advancement for the Public Service

MAPS 2021-2022 Course Calendar

**Each course title links directly to its online registration page.*

OCTOBER 2021

[Running Effective Virtual Meetings](#)

Tuesday, October 19, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Patrick Donadio

Learn how to offer positive, productive, and professional value to your online meetings that will build confidence in the leaders who manage them and their teams.

[Empowered Women's Leadership](#)

Thursday, October 21, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Jennifer Teal

Explore topics such as (the myth of) work/life balance, imposter syndrome, self-advocacy and negotiation, effective and authentic leadership techniques, mentorship, and dealing with bias.

[Strategic Inclusive Leadership in this Pivotal Racial Justice Moment](#)

Tuesday, October 26, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Tracie Ransom

In this pivotal moment for race relations in our country, this course offers current and future business leaders strategies and skills necessary to build diverse and inclusive organizational and team cultures. Explore the moral and business cases for DE&I work and how diversity, when viewed and treated as a strategic business imperative, rather than a nice-to-have, leads to more inclusive workplaces, stronger performing teams and a competitive advantage.

[Excel Fundamentals: Beginner & Intermediate](#)

Thursday, October 28, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Nego Jovanovich

Gain experience with Excel operations relevant for beginner-to-intermediate skills, including data entry and data management practices, through formatting, nested formulas, and table and chart construction and customization.

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NOVEMBER 2021

Emotional Intelligence: What Makes a Good Leader?

Tuesday, November 2, 2021

8:30 AM - 4:00 PM – In-Person

Instructor: Gar Trusley

Learn how to “grow” your emotional intelligence, which has been proven to be twice as important to job success as IQ and job experience.

Moving From Manager to Coach

Thursday, November 4, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Maureen Metcalf

Learn how to create an engaged workforce using leading-edge performance management techniques to apply enhanced coaching and feedback.

Introduction to Cost-Benefit Analysis

Tuesday, November 9, 2021

8:30 AM – 4:00 PM – In-Person

Instructor: Rob Moore

Learn what characteristics make a good cost-benefit analysis from the perspective of a policymaker.

Cultural Competence: Gender and Sexuality

Tuesday, November 16, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Andrew Whalen

Develop and strengthen understandings related to gender identity, including an overview of essential vocabulary.

Leadership Strategies to Create Socially Just Organizations and Communities

Thursday, November 18, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Don Stenta

Study the Social Action Leadership Transformation (SALT) Model and learn how to shape organizations and communities to lead with a focus on social justice and collective action.

Communicating with IMPACT: Achieving Greater Results

Tuesday, November 23, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Patrick Donadio

Learn a practical six-step system to lead more effectively, communicate more clearly, present more powerfully, create deeper relationships, and get better results at work.

Coach Yourself to Success

Tuesday, November 30, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Brian Cole Miller

Learn the techniques professional life coaches use to coach yourself into a better position to achieve professional success.

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DECEMBER 2021

Effective Delegation

Thursday, December 2, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Gar Trusley

Learn about the benefits of effective delegation, how to delegate effectively, why some team members may push back, and how to develop effective teams through delegation.

Navigating a Multigenerational Mindset

Tuesday, December 7, 2021

8:30 AM – 4:00 PM – In-Person

Instructor: James White

Learn to recognize generational differences at work and develop strategies that improve generational workplace leadership, communication, and mentoring.

Did I Really Hear That? Strategies for Responding to Microaggressions and Bias

Thursday, December 9, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Jamilah Hackworth

Gain the knowledge and learn the skills necessary to respond to bias in the workplace.

Change Management for Leaders

Tuesday, December 14, 2021

8:30 AM – 4:00 PM – In-Person

Instructor: Sallie Voyles

Understand the components of change management, the design process for implementing change, and how to use change management templates to successfully navigate your organization through change.

Advanced Excel

Thursday, December 16, 2021

8:30 AM - 12:30 PM – Virtual

Instructor: Nego Jovanovich

Gain experience with Excel operations relevant for intermediate-to-advanced skills, including PivotTable, advanced formulas for data cleaning and analysis, data validation, and data analysis using the Analysis ToolPak add-in.

JANUARY 2022

Event and Project Planning Made Simple

Tuesday, January 4, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Quanetta Batts

Learn how to quickly organize a project or event in addition to your normal work responsibilities, including templates for every step of a simplified event management process.

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Powerful PR - How to Build/Enhance Your Brand

Thursday, January 6, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Patrick Donadio

This course is a must for those who want to learn how to enhance their image, reach target audiences, and get your message out.

The Unintended Impacts of Emerging Technology

Tuesday, January 11, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Samuel Malloy

Explore how to anticipate the ways emerging technologies may impact your organization and learn how leaders can develop resiliency to these disruptions.

Leadership Behaviors During Disruptive Times for Executives

Thursday, January 13, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Maureen Metcalf

Explore the trends that leaders will face over the 30 years and develop an understanding of seven core leadership behaviors and explore how to build them in individuals and teams.

A Healthy Life Style for Home and Work

Tuesday, January 18, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Jordana Shakoor

Learn tips to strengthen your work-life balance and prioritize your mental and physical health.

Leading in a Virtual World

Thursday, January 20, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Gar Trusley

Learn skills on how to develop your skills leading an effective virtual work team.

Excel Fundamentals: Beginner & Intermediate

Tuesday, January 25, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Nego Jovanovich

Gain experience with Excel operations relevant for beginner-to-intermediate skills, including data entry and data management practices, through formatting, nested formulas, and table and chart construction and customization.

Practical Skills for New Supervisors

Thursday, January 27, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Stefanie Coe

This course will focus on the transition from peer to supervisor roles. Participants discuss staff management, goal setting, staff evaluations, dealing with the friend v. supervisor role and discipline.

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FEBRUARY 2022

Anti-Racism 101

Tuesday, February 1, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Jennifer Sconyers

Learn the role individual leaders can take to become an effective ally of anti-racism, clarifying what that role is and is not.

Principle Based Leadership

Thursday, February 3, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Russell Martin

Reflect on your own leadership style, question what truly is at the heart of your own motivation, and develop a deep understanding about how to lead ethically and with integrity.

Ohio Public Records Law: To Release or Not

Tuesday, February 8, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Ryan Stubenrauch

Learn what records citizens are allowed to see, how to provide information to reporters without violating the law, and protect your agency from lawsuits.

Battling Emotional Exhaustion to Thrive, Not Just Survive

Thursday, February 10, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Jamilah Hackworth

Address the issue of burnout, its consequences, and tangible strategies that can be used to mitigate emotional exhaustion to promote vitality and professional fulfillment.

Board Development

Wednesday, February 16, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Lori Overmyer

Learn about the characteristics of excellent board members and a highly functioning board, while applying best practices and exploring real world ethical, financial, and governance scenarios.

Executive Presence for Women in Leadership

Thursday, February 17, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Marcia Chambers

If you are a women leader in business and are interested in enhancing your professional image, this course is for you.

Inspiring Teams Through Inclusion Using J.O.Y.

Tuesday, February 22, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Constance Dunlap

Discover how to create a work environment that is Judgement free, where everyone is Owning their personal behavior, and Yearning to overcome their personal circumstances

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Building Resilience

Thursday, February 24, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Maureen Metcalf

Leadership Resilience: Maintaining Flexibility and Focus. Learn how to build your own personal resilience and support your organization in building a culture that supports ongoing resilience.

MARCH 2022

Conducting Performance Audits, Program Evaluations, and Policy Analyses

Tuesday, March 1, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Leigh Anderson

Learn how to develop the skills needed to conduct program evaluations, performance audits, and policy analysis for your organization.

Project Management Fundamentals

Thursday, March 3, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Jay Johnson

Identify the competencies of a successful project manager, learn techniques for ensuring that projects meet their goals, and determine strategies and areas for personal development.

The Secrets to Powerful Presentations

Tuesday, March 8, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Patrick Donadio

Develop your confidence for speaking and presenting, improve your relationship with listeners, and enhance the receptivity of your message.

Foundations of Community Engagement

Thursday, March 10, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Tina Pierce

Learn best practices and share ideas for applying, enhancing, and evaluating current practices for community engagement.

Difficult Conversations, Positive Outcomes

Tuesday, March 15, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Brian Cole Miller

Learn techniques for more productive communication and problem solving, including a step-by-step approach for holding your toughest conversations with less stress and more success.

Using Modeling and Simulation for Decisionmaking

Wednesday, March 16, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Rudy Hightower

Learn the fundamentals of managing data and strategies to visualize 'big data' in complex policy problems.

Did I Really Hear That? Strategies for Responding to Microaggressions and Bias

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Tuesday, March 22, 2022

8:30 AM - 12:30 PM – Virtual

Instructor: Jamilah Hackworth

Gain the knowledge and learn the skills necessary to respond to bias in the workplace.

Workplace Environment: Strategies for Professional High-Performance Behavior

Thursday, March 24, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: James White

Identify and increase awareness of four distinct behavioral empowerment levels (victim, passive, active, and highly active) and how they work and affect behaviors, relationships, and professional interactions that impact workplace productivity.

Stock Your Toolbox: Pre-Supervisory Skills and Practices

Tuesday, March 29, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Gar Trusley

Identify key skills and practices that are necessary to become an effective leader and to lead others at work.

Cultural Competence: Race and Racism

Thursday, March 31, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Andrew Whalen

Examine race and racism both historically and contemporarily in the United States, understand why systemic racism is not by accident, and study specific examples of systemic racism, including redlining and schooling.

APRIL 2022

Crisis Communication: What to Say WHEN Your Crisis Hits

Tuesday, April 5, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Ryan Stubenrauch

Learn how to craft an effective public response in a crisis or emergency.

Fundamentals of Grant Writing

Thursday, April 7, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Tina Pierce

Learn strategies for researching, applying, and writing successful grant proposals.

Time Management Strategies

Tuesday, April 12, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Patrick Donadio

Learn how to manage your time and work smarter, not harder.

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[Data Visualization: The Art of Storytelling](#)

Thursday, April 14, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Nego Jovanovich

This course will teach participants how to create a better visual and how to translate data to the different audiences.

[Crisis Leadership](#)

Tuesday, April 19, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Rudy Hightower

Learn how to create a sense of urgency to act in a crisis, and explore the leadership tactics, techniques, and procedures that are most effective during a crisis.

[Analyzing Tax Revenue and Revenue Forecasting in Excel](#)

Wednesday, April 20, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Jim Landers

Participants learn how to use Excel to analyze tax revenue and revenue forecasting, while learning about revenue forecasting processes and practices.

[Planning with Purpose and Vision](#)

Thursday, April 21, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Sallie Voyles

Learn how to apply the principles of effective strategic planning to set priorities, maximize resources, achieve agreement on outcomes and results, and uplift and propel the organization forward.

[Managing Professional Relationships](#)

Tuesday, April 26, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Constance Dunlap

Assess the various types of relationships in our lives and workplace, and plan specific ways to enhance performance through trust and accountability.

[Communicating with STYLE: Customer Service Skills](#)

Thursday, April 28, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Patrick Donadio

Learn the four personality styles (DISC) and how they affect everyday communication with customers. Develop skills on how to improve your customer service skills and become a more organized, confident, engaging, and dynamic communicator.

MAY 2022

[Using Data to Improve Program Outcomes](#)

Tuesday, May 3, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Stephanie Pierce

Learn how program managers can use data to improve program outcomes in their workplace.

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Setting and Achieving Performance Goals

Thursday, May 5, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Brian Cole Miller

Learn practical steps to define measurement, set goals, engage employees in the process, and help employees improve team performance.

Gender Identity and Expression in the Workplace

Tuesday, May 10, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: James White

Identify, understand, and analyze how our identity shapes our experience, culture, and workplace.

Current Trends in Human Resources: Documentation and Policy

Thursday, May 12, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Stefanie Coe

Learn how to create a civil workplace that is free of inappropriate behavior regardless of whether it is a technical or legal violation.

Leading with Inclusion and Cultural Agility

Tuesday, May 17, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Stephen Francis

Understand the core competencies of diversity, equity, inclusion, and cultural competence and develop the skills to help your organization succeed creating and inclusive environment.

Transitioning into Supervision

Thursday, May 19, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Sallie Voyles

Learn skills to shift your focus from being an employee to entering the world of management as a supervisor.

Charge-Up Your Motivation

Tuesday, May 24, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Brian Cole Miller

Learn about core motivations, how they drive behavior, and how to create a pathway for personal growth using the Enneagram, a tool that goes much deeper than normal personality systems.

Cultural Competence: Privilege and Positionality

Thursday, May 26, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Andrew Whalen

Examine the ways our identities shape the societal privileges we may or may not have, and how to strive for social justice as individuals and professionals.

Social Media Content for the Public Service

Tuesday, May 31, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Tia Ramey

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Learn to develop an effective social media identity and learn best practices to understand your audience, generate engagement, and build a brand that strengthens your relationship with your audience.

JUNE 2022

Empowered Women's Leadership

Thursday, June 2, 2022

8:30 AM – 4:00 PM – In-Person

Instructor: Jennifer Teal

Explore topics such as (the myth of) work/life balance, imposter syndrome, self-advocacy and negotiation, effective and authentic leadership techniques, mentorship, and dealing with bias.

Avoiding Corruption

Tuesday, June 7, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Russell Martin

Understand the warning signs, traps, and practical ways to avoid personal and professional corruption.

Advanced Excel

Thursday, June 9, 2022

8:30 AM – 12:30 PM – Virtual

Instructor: Nego Jovanovich

Gain experience with Excel operations relevant for intermediate-to-advanced skills, including PivotTable, advanced formulas for data cleaning and analysis, data validation, and data analysis using the Analysis ToolPak add-in.