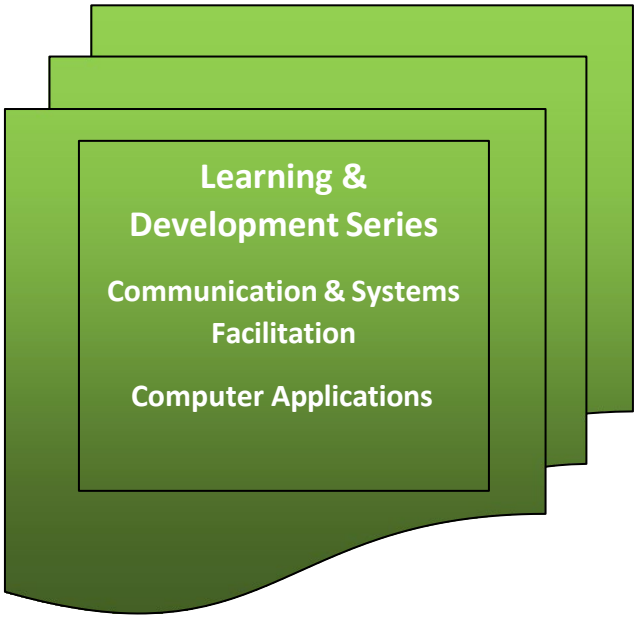
Employee Learning and Development Program



- The Employee Learning and Development Program (ELD) provides Kentucky Department for Public Health (KDPH) employees incentivized continuous learning opportunities.
- The goal of the ELD is to build a diverse, competent, and confident public health workforce.
- The ELD provides learning paths, called Learning Series, that are relevant to foundational and core public health areas.
- Each Learning Series contains 36 hours of coursework within the topic area.
- Upon completion of each learning series, employees will submit a verification form to the University Collaboration Coordinator and collect the associated incentive.
- Additional Learning Series will be released periodically and will be published in KDPH newsletters, along with showcasing of employee successes.

Upon completing a "Learning Series", scan the QR Code to fill out the Learning Series Verification Form.

Learning and Development Series

Communication & Systems Facilitation

Skills: Communicating, planning, meeting design, time management, active listening, empathy, conflict resolution, record keeping

Related Public Health Foundation Core Competencies:

- Domain 3 - Communication Skills
  Communication Skills focus on employing effective communications strategies to convey information and combat misinformation and disinformation; assessing and addressing population literacy, language, and culture; soliciting and using community input; identifying opportunities to communicate data and information; communicating the roles of government, healthcare, and others; facilitating communications; and building trust with communities.

Required Credit Hours: 36 Hours including Core Content and Electives

- Core Content courses are designated by an asterisk. Core Content must be completed.
- Courses without an asterisk are Electives. Choose from the elective courses to complete the Learning Series.

Related Courses:

Core Content	Course Title	Level	Location of Training	Credit Hours
Public Speaking	**Introduction to Public Speaking - 5 Modules***	Beginner	Coursera	13
Professional Writing	**Business Writing***	Beginner-Intermediate	Coursera	10

Electives	Course Title	Level	Location of Training	Credit Hours
Conflict Resolution	**Types of Conflict**	Beginner	Coursera	5
Facilitation	**Agile Team Leadership - Module 4**	Beginner	Coursera	2

Electives	Course Title	Level	Location of Training	Credit Hours
Public Speaking	**Speaking to inform: Discussing complex ideas with clear explanations and dynamic slides**	Intermediate	Coursera	11
Professional Writing	**High-Impact Business Writing**	Beginner-Intermediate	Coursera	4
Communications Accessibility	**Accessible Digital Materials – Module 4**	Beginner	Coursera	5
Conflict Resolution	**Conflict Resolution Skills**	Intermediate	Coursera	4
Conflict Resolution	**Intercultural Communication and Conflict Resolution**	Intermediate	Coursera	5
Conflict Resolution	**Conflict Management Project**	Advanced	Coursera	5
Facilitation	**Facilitating Group Meetings – Module 3**	Beginner	Coursera	1
Facilitation	**Meeting Management and Facilitation Workshop with Eastern Kentucky University (EKU)**	Beginner	In Person Training - Participation by Division Nomination	14
Facilitation	**Advanced Facilitation with EKU**	Advanced	In Person Training - Participation by Division Nomination	14
Facilitation	**Facilitation Skills Certificate Program with EKU Elective #1 or #2**	Advanced	In Person Training - Participation by Division Nomination	14

- *Content available through Coursera may contain sensitive subjects that should be reviewed at the discretion of the learner.*
- *Subject matter may not be reflective of the mission and views of the Kentucky Department for Public Health.*

Microsoft 365 Applications

Skills: Create and edit professional looking documents, spreadsheets and communication tools. Represent data visually. Create and manage presentations.

Related Public Health Foundation Core Competencies:

- Domain 1 - Data Analytics & Assessment Skills
  Data Analytics and Assessment Skills focus on identifying, collecting, and understanding data; employing and evaluating rigorous methods for assessing needs and assets to address community health needs; and using evidence for decision making to improve the health of communities.

- Domain 7 - Management and Finance Skills
  Management and Finance Skills focus on securing, managing, and engaging human and financial resources; supporting professional development and contingency planning to achieve program and organizational goals using principles of diversity, equity, inclusion, and justice; developing and defending budgets; motivating personnel; evaluating and improving program and organization performance; and establishing and using performance management systems to improve organization performance.

Required Credit Hours: 36 Hours including *Core Content and Electives

- Core Content courses are designated by an asterisk. Core Content must be completed.
- Courses without an asterisk are Electives. Choose from the elective courses to complete the Learning Series.

Related Courses:

Core Content	Course Title	Level	Location of Training	Credit Hours
Microsoft Word	**Entry-Level: Getting Started with Word* – Module 2**	Beginner	Coursera	4
Microsoft Excel	**Getting Started with Excel* - Module 1**	Beginner	Coursera	5
Microsoft PowerPoint	**Getting Started with PowerPoint* - Module 1**	Beginner	Coursera	3

Core Content	Course Title	Level	Location of Training	Credit Hours
Microsoft Outlook	**Introduction to Microsoft Office***	Beginner	Coursera	1.5
Microsoft Teams	**Get Started with Microsoft Teams***	Beginner	Coursera	1.5
Microsoft SharePoint	**Getting Started with SharePoint***	Beginner	Coursera	1
Microsoft OneNote	**Getting Started with Microsoft OneNote***	Beginner	Coursera	2

Electives	Course Title	Level	Location of Training	Credit Hours
Microsoft Word	**Working with Text Tables and Lists – Module 3**	Intermediate	Coursera	5
Microsoft Word	**Working with Graphics – Module 4**	Intermediate	Coursera	4
Microsoft Word	**Finalizing a Document – Module 5**	Intermediate	Coursera	6
Microsoft Word	**Collaborating on Documents – Module 6**	Advanced	Coursera	3
Microsoft Excel	**Working with Functions – Module 2**	Intermediate	Coursera	4
Microsoft Excel	**Organizing and Visualizing Data – Module 3**	Intermediate	Coursera	5
Microsoft Excel	**Advanced Excel Features – Module 4**	Advanced	Coursera	3
Microsoft PowerPoint	**Developing a Presentation – Module 2**	Intermediate	Coursera	4
Microsoft PowerPoint	**Enhancing the Appearance of a Presentation – Module 3**	Intermediate	Coursera	4

Electives	Course Title	Level	Location of Training	Credit Hours
Microsoft PowerPoint	**Preparing to Deliver a Presentation – Module 4**	Advanced	Coursera	5
Microsoft Teams	**Creating and Managing Teams Sites and Channels**	Intermediate	Coursera	1.5
Microsoft Word	**Microsoft Word with Western Kentucky University**	Beginner-Intermediate	Live, Virtual Training - Participation by Division Nomination	4
Microsoft Excel	**Microsoft Excel for Public Health Practice with Western Kentucky University**	Beginner-Intermediate	Live, Virtual Training - Participation by Division Nomination	10
Microsoft Excel	**Microsoft Excel for Public Health Practice with Western Kentucky University**	Intermediate-Advanced	Live, Virtual Training - Participation by Division Nomination	10
Microsoft PowerPoint	**Microsoft PowerPoint for Public Health Practitioners**	Beginner	Live, Virtual Training - Participation by Division Nomination	4

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