

The background is a high-angle photograph of a classroom with several black chairs and wooden desks. A large white circle is centered over the image, containing the text. There are yellow dashed lines on the left side of the circle and an orange solid circle on the right side.

DeIDOT Training and Education

Courses and Responsibilities

Staff

- Missy Heck, Training Education Manager
- Candyce Greene, Training Administrator
- Janice Jordan, Training Administrator
- Arthur Merriweather, Training Administrator
- Bobbi Tyree-Edwards, Trainer/Educator III

8 Disciplines

- Career Development
- Employee Enhancement
- Communication/Diversity/Employee Interaction

- Driver-related
- Management/Supervision
- Safety
- Wellness
- Writing

Programs

- CPR/First Aid/AED Program
- New Employee Orientation
- Personnel Development Program
 - Apprenticeship
 - Strategic Mentoring
- Employee Recognition

Courses

- Advanced and Basic Defensive Driving
- Communication Protocol
- Conflict Resolution
- DiSC
- Discipline and Grievance
- Decision Making and Problem Solving 101
- Drug and Alcohol
- EEO Laws
- Effective and Legal Use of E-mail
- E-mail Tools Lab
- Emotional Intelligence
- Ethics in State Government
- Excel Basics
- Fish Philosophy
- Grammar & Punctuation
- Happiness Advantage

Courses

- It's All About Respect
- Interpersonal Communications
- Performance Evaluations
- Productivity and Organization in the Workplace (POW)
- Preventing Violence in the Workplace
- Reasonable Suspicion
- Drug & Alcohol
- Respectful Behavior in the Workplace
- Selection Interviewing
- Supervision, Now What?
- The Write Connection
- Yahoo! You have an Interview



Other Responsibilities

- Delaware Learning Center
- Blue Collar Training
- Educational Assistance
- Leadership Academy
- Manager in Training Program
- Wellness
- Mandatory Training Calendars
- Promotional Training Calendars
- Employee Interaction Committee
- One-on-One Job Coaching
 - Application Completion
 - Interviewing