

The logo for the Center for Achievement in Public Service (CAPS) features a green background with a blue geometric pattern of overlapping hexagons on the left side. The text "Center for Achievement in Public Service (CAPS)" is written in white, bold, sans-serif font on the right side of the green background.

Center for Achievement in Public Service (CAPS)

General Employee Training

- 5 Essentials for Powerful Presentations
- Writing More Effective Emails
- Emotional Intelligence Crash Course (four lessons)
- Emotional IQ Starts with You
- Social Awareness
- Personal & Professional Relationships
- DISC Model
- Time Management Essentials (five lessons)
- The Value of Time
- Benefits of Effective Time Management
- Setting Time Management Goals
- Prioritizing To-Do's
- Planning & Scheduling Tasks
- Creating Development Plans (three lessons)
- Communication Styles and Emotional Intelligence
- Emotional Intelligence Crash Course: Personal and Professional Relationships
- Using Emotional Intelligence: Social Awareness Tools
- Understanding Emotion in the Workplace
- Using Emotional Intelligence (video series)
- Setting Up Your Remote Workspace
- Conference Call Guidelines
- Stay Productive While Working Remotely
- Preparing for an Epidemic
- Mastering Microsoft Teams. Additional Microsoft Teams training can be found at [KnowledgeWave](#).
- **State of Vermont New Employee Orientation (NEO)**. This series of trainings are required for all newly hired State of Vermont employees and must be completed within 180 days of hire.