



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Leading Others and Plain Language

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Equity and Employee Development**

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Note on eligibility

These sessions are exclusive to Washington state executive branch agencies and are designed to help the workforce learn, develop, and succeed.

These courses are free to executive state agencies contributing to the Personnel Service Fund (PSF).

If unsure if your agency contributes to the PSF, please email us at TrainingInfo@des.wa.gov to confirm your agency's status.



Leading Others

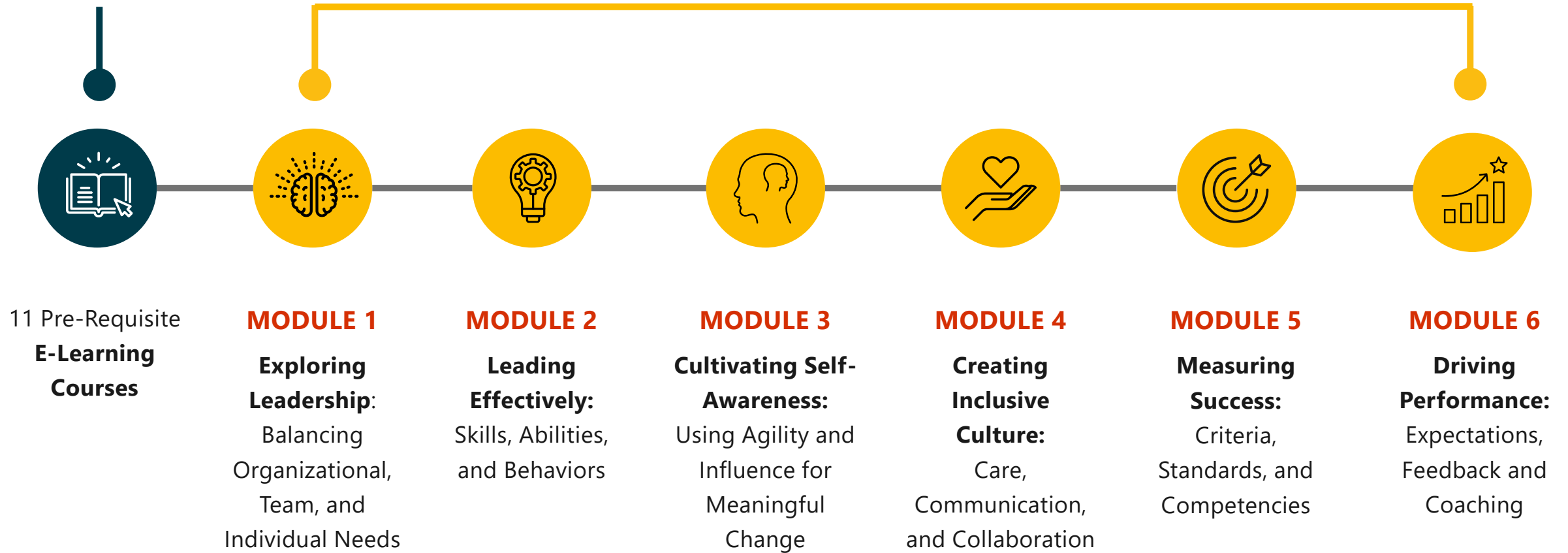
- **About the Course:** Develop the leaders of Washington's state workforce, specifically early career supervisors and managers, by building a strong foundation of both technical and interpersonal skills essential for effective supervision.
- **Team Leadership:** Equip participants with the tools and knowledge to lead teams and address the unique challenges of public service.
- **Compliance:** Meet the supervisory and management training requirements outlined in the Washington Administrative Code (WAC) 357-34-055 through 357-34-090.



LEADING OTHERS OVERVIEW

LEADING OTHERS PART 1

LEADING OTHERS PART 2 Instructor-Led Training



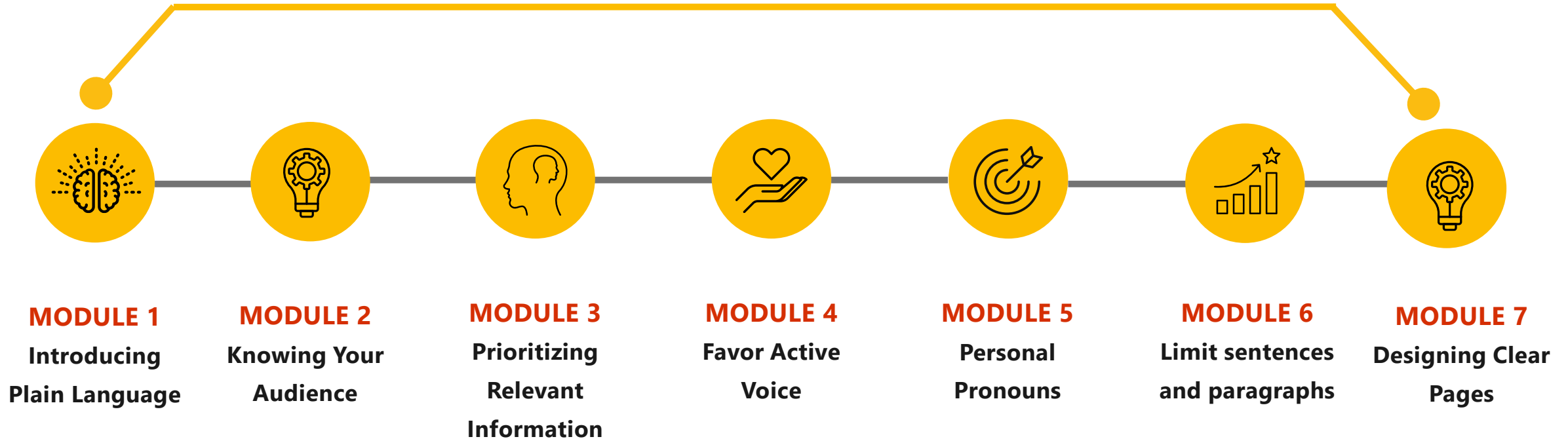
Plain Language Writing & Design

- **About the Course:** This course supports accessible, plain language best practices and how to apply them. You'll gain skills to convey information—including complex concepts—clearly and simply. You'll also learn how to write so others can find, understand, and use the information and ideas you present.
- **Compliance:** Meet training requirements outlined in the Executive Order 23-02 Plain Language



PLAIN LANGUAGE WRITING & DESIGN OVERVIEW

Self-Paced



THANK YOU



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