

# Program Management Training

Presented By

Department of Health and Social Services

Grantee Partnership Project

The Department of Health and Social Services, through the Grantee Partnership Project in partnership with the Rasmuson Foundation, Alaska Mental Health Trust, and the Mat-Su Health Foundation, is pleased to offer DHSS Program Managers Training. Training is provided to those DHSS individuals who support any of DHSS's grant programs.

This training has been designed to clearly identify the management options program staff has while managing or supporting a DHSS grant program. The training also provides a clear picture of the internal workings and requirements of the Department's Grants and Contracts Support Team and the Administrative Operations Manager positions, which supports the financial aspect of the grant making process.

Training opportunities have been scheduled for all DHSS Divisions in Anchorage and Juneau. Although training has been coordinated per Division, all trainings will be identical. Some Divisions with small staff groups will be required to attend training with other Divisions.

Schedules are as follows:

## **Anchorage**

**DPH** – May 13, 2009 – 8:00 am - 12:00 pm – 3601 C Street (Frontier Building) 3<sup>rd</sup> floor conference room. **There will be an open PM training the afternoon of May 13<sup>th</sup> 1:00 pm – 4:30 pm at this same location. This training is open to those who can't attend their Division's training or any of the other trainings identified below.**

**DSDS** – June 24, 2009 – 8:00 am – 12:00 pm – 3601 C Street (Frontier Building) Room 896-890

**DPA** – June 24, 2009 – 1:00 pm – 4:30 pm – 3601 C Street (Frontier Building) Room 896-890

**OCS** – June 25, 2009 – 8:00 pm – 12:00 pm – 3601 C Street (Frontier Building) Room 896-890

**DBH** – June 25, 2009 – 1:00 pm – 4:30 pm – 3601 C Street (Frontier Building) Room 896-890

**Anchorage FMS and HCS staff can attend any of the trainings identified above, please contact Chris Carson to register.**

## **Juneau**

**DPA** – June 2, 2009 – 8:00 am – 12:00 pm – Alaska Office Building, Room 123

**OCS** – June 2, 2009 – 1:00 pm – 4:30 pm – Alaska Office Building, Room 123

**DSD** – June 9, 2009 – 1:00 pm – 4:30 pm – Alaska Office Building, Room 404

**DBH** – June 15, 2009 – 8:00 am – 12:00 pm – Alaska Office Building, Room 123

**DPH** – June 15, 2009 – 1:00 pm – 4:30 pm – Alaska Office Building, Room 123

**Juneau FMS and HCS staff can attend any of the trainings identified above, please contact Chris Carson to register.**

The Commissioner has made this training **mandatory** for all DHSS Program Managers, Administrative Operation Managers, (Fiscal Budget) Grants Administrators, and any other staff who are directly involved with the management or support of a DHSS grant program.

DHSS understands that not all staff will be able to attend their Division's training due to scheduling conflicts; therefore it is acceptable for staff to attend any of the trainings being offered to other Divisions. If you cannot attend your scheduled Divisional training, please contact Chris L. Carson to register for a different training time.

If you have any questions, please contact Chris L. Carson, Project Coordinator at (907) 465-6522 or [chris.carson@alaska.gov](mailto:chris.carson@alaska.gov)

Thank you,

Chris L. Carson  
Project Coordinator  
Grantee Partnership Project