SPO ALERT

Date: 10/25/2024

To: State Agencies

From: State Procurement Office

Re: Upcoming SPO Academy Training!

Upcoming SPO Academy Training:

The following SPO Academy courses are available for registration:

Date	Course	Course ID	Location
11/14/24	**Basic Risk Management Training**	ADBRM100	Virtual
11/19/24 11/20/24 11/21/24	**Request For Proposal Training (Day 1)** **Request For Proposal Training (Day 2)** **Request For Proposal Training (Day 3)**	ADRFP-D1 ADRFP-D2 ADRFP-D3	Virtual
12/4/24	**Grube's Laws of Commercial Combat**	SPOLNL13	Virtual
12/11/24	**SP 006 Document Standard Updates**	SPOLNL14	Virtual
12/12/24	**Purchasing 101**	ADPURCH1	Virtual

To view a complete list of all upcoming training visit the **SPO Academy Training Page** here you will find a list of upcoming courses, a brief description of the course, and the date/time it will be offered.

To register for a course visit TraCorp (https://adoa.server.tracorp.com), and log in.

1. Type the COURSE ID (Session #) in the **Search** field and press Enter.
2. Select the Course.
3. Select the **Register** button to register for the course. (***Users are welcome to join the waitlist if a course is full)***
4. Users will receive a confirmation email from Tracorp.

If there are any questions, please feel free to contact John Jimenez, *Chief Learning Officer at* ***john.jimenez@azdoa.gov***