

HCM Training and Development Spring 2015 Workshop Schedule

Course Title	ELM Code	Jim Thorpe Building Basement					Small Training Room	Rose State Tom Steed Center	OSU Tulsa North Hall Building		
		Large Training Room									
Administering the Structured Interview	HRD116	3/12	5/6								
Administrative Law	HRD001	4/1							3/25		
Awards and Recognitions	HRD004					3/13			4/15		
Boot Camp for New Managers (2-Day)	HRD099	3/17-18									
Business Etiquette: Positively Professional	HRD005						3/25				
Business Writing Skills	HRD117						5/15				
Coping with Change	HRD120	3/23	5/5						4/8		
Cultural Competency	HRD075	4/10							5/6		
Customer Service: A Lost Art	HRD061	3/27	4/17	5/26			3/26		4/30	6/16	
Developing Creative Problem Solving Skills	HRD012	3/20	6/5						5/4		
Developing Effective Negotiating Skills	HRD013	4/16	6/8						4/21		
Disability Awareness	HRD014					3/25			4/9		
Effective Communication Skills	HRD119						4/7	4/24	5/19		
Effective Stress Management	HRD016	3/16	4/20						5/15		
Employee Grievances and Appeals	HRD050					6/5					
Ethics In Public Management (2-Day)	HRD019						4/13-14				
Everyday Creativity	HRD020	3/13							5/21		
Exercise and Fitness	HRD114						3/27	5/20	5/14		
Five Choices to Extraordinary Productivity (2-day)	HRD106	5/19-20									
How to Investigate Incidents	HRD107					5/15			4/10		
Interviewing: Put Your Best Self Forward	HRD111	4/15	6/24								
It's All About You: Branding for a Confident You	HRD100						4/10				
Leading Employees Through Change	HRD115	3/24	5/14						4/28		
Legislative Processes	HRD025	6/12									
Managing Conflict	HRD028	6/16							5/13		
Motivating for Performance	HRD031	5/29							4/1		
Nutrition in Action [FEE-BASED] \$*	HRD110	3/11									
One Minute Manager	HRD032	5/4									
Performance Management Process (PMP)	HRD033	3/25	4/9	4/21	5/21				3/10	6/17	
Personnel Policies and Practices	HRD034	5/1					6/12				
Policy Analysis	HRD036	5/27							4/7		
Power of Positive Reinforcement	HRD079	6/17									
Powerful Coaching for Performance Excellence (2-day)	HRD124	4/7-8									
Powerful Communication Through Powerful Words (2-Day)	HRD092	4/13-14									
Powerful Emotions: Personality Styles and Emotions (2-Day)	HRD093	6/18-19									
Powerful Teams: Effective Team Leadership (2-Day)	HRD094	6/2-3									
Presentation Skills (2-day)	HRD118						6/10-11				
Principles of Financial & Retirement Planning (OPERS)	HRD088	3/19	5/28			4/23			6/18		
Productive Meetings for Better Results	HRD123						5/5		6/23		
Program Evaluation	HRD037						4/27				
Progressive Discipline	HRD038	4/27	6/4								
Project Management	HRD073	3/26	4/30								
Seven Habits of Highly Effective People (3-Day) [FEE-BASED] \$	HRD052	6/9-11									
Spectrum Temperament Development [FEE-BASED] \$	HRD091	3/30	4/29								
Time Management Skills	HRD121	4/28	6/11								
Understanding Behavior and Emergency Response (2-Day)	HRD108	4/22-23								6/3-4	
Violence In the Workplace	HRD047						3/13	4/17			
Working in a Multigenerational Workforce	HRD122	4/24	6/25								

\$ This workshop is **FEE-BASED**. Your agency will need to send a purchase order for each fee to OMES, attention Agency Business Services Division, 3812 North Santa Fe, Suite 290, Oklahoma City, OK 73118. The fee for **Seven Habits of Highly Effective People** workshop is \$250.00 per person. The fee for **Five Choices of Extraordinary Productivity** workshop is \$175.00 per person. The fee for **Spectrum Temperament Development** is \$25.00 per person.

\$* The **Nutrition In Action** workshop is also **FEE-BASED**. The cost to attend this training is \$20.00 per person. For more information and to pay, contact Cassandra Bachrach, OK Wellness Coordinator, at (405) 522-1196 or at cassandra.bachrach@omes.ok.gov.