

Course Title – Course Code	Oklahoma City— Tom Steed Center/Rose State College					Moore- Norman Tech Center	OSU- Tulsa
Administrative Law	M059	10/9	12/8	none	none	none	none
Advanced Creative Problem Solving	M129	11/3	12/8	none	none	none	none
Applied Leadership	M073	10/5	11/20	none	none	none	9/13
Awards and Recognitions	Q112	10/25	12/7	none	none	none	none
Business Etiquette	Q434	9/29	12/1	none	none	11/21	none
Challenges of Supervision	M001	10/2-3	11/8-9	12/4-5	none	none	none
Change Management	M306	9/18	11/15	none	none	none	none
Changing Workplace, The	M134	11/15-16	none	none	none	none	none
Conducting Effective Group Meetings	M031	9/21	12/5	none	none	none	none
Delegation and Control	M004	10/5	12/6	none	none	9/14	none
Developing Creative Problem Solving Skills	M029	10/20	11/17	12/14	none	none	none
Developing Effective Negotiating Skills	M021	9/22	10/23	12/4	none	none	10/3
Disability Awareness (Office of Handicapped Concerns) ♦	X105	9/26	10/11	10/31	none	none	none
Effective Communication In Management	M005	9/20	11/9	none	none	none	none
Effective Stress Management	M006	9/19	11/6	12/6	none	10/17	10/2
Effective Time Management Techniques	M027	9/12	10/18	11/21	12/7	none	none
Emotional Intelligence	M152	9/13	10/10	10/17	11/16	12/5	none
Ethics In Public Management	M064	9/28-29	10/4-5	11/28-29	none	none	none
Everyday Creativity	M109	9/29	10/27	12/1	none	none	none
Facilitation Skills (2-DAY—this course has prerequisites) ●	Q432	THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER					
Gender Issues In Management	M225	9/25	10/24	none	none	none	none
How to Conduct On-the-Job Training	M010	9/21	11/1	none	none	none	11/8
Lateral Thinking for Supervisors	M222	10/6	11/17	none	none	none	none
Legislative Process	M060	9/15	10/24	12/15	none	none	none
Listening Skills for Managers	M110	10/16	none	none	none	none	none
Managing a Multigenerational Workforce	M153	9/11	10/18	10/31	11/14	12/1	none
Managing Conflict	M002	10/19	11/2	12/15	none	none	9/14
Managing Diversity In the Workplace	M425	10/13	11/3	none	none	none	none
Managing the Grievance Process	M012	THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER					
Managing the Troubled Employee through the EAP Process	M078	9/14	none	none	none	none	none
Motivating for Performance	M309	10/24	11/30	none	none	none	10/4
Oklahoma Merit Protection Commission Appeals Process	M033	THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER					
One Minute Manager	M043	9/27	11/1	12/6	none	none	10/10
Performance Management Process (PMP)	M212	9/18	10/16	11/2	11/13	12/11	none
Performance Measurement	M205	THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER					
Personnel Law Video Festival	M227	10/27	12/13	none	none	none	none
Personnel Policies and Practices	M120	9/22	11/29	none	none	10/20	none
Planning Skills for Managers	M076	11/29	none	none	none	none	none
Policy Analysis	M075	10/18	11/14	none	none	none	none
Program Evaluation	M074	11/28	none	none	none	none	none
Progressive Discipline	M003	10/4	11/8	12/13	none	none	none
Quality Oklahoma Processes	Q426	10/11-12	none	none	none	none	none
Quality Tools	Q430	12/12-13	none	none	none	none	none
Safety Management	M053	12/12	none	none	none	10/10	none
Sexual Harassment and Discrimination in the Workplace	M077	9/19	10/19	11/21	none	none	none
Skills for Effective Presentations [2-day course]	Q436	9/21-22	none	none	none	none	10/26-27
Strategies for Improving Communication	M114	9/27-28	10/31-11/1	none	none	none	none
Structured Interview Process	M218	9/25	11/6	12/11	none	none	none
Team Building	M312	10/17	12/14	none	none	none	none
Violence In the Workplace	M421	11/17	12/15	none	none	10/6	9/15
World Trends	M118	10/9	12/8	none	none	none	none
Writing Skills for Managers	M302	11/3	none	none	none	12/11	10/13

♦ The “Disability Awareness” workshop is taught by the Office of Handicapped Concerns at Shepherd Mall’s Community Activity Center at N.W. 23rd Street & Villa in Oklahoma City.

● You must have taken the “Quality Oklahoma Processes” (or Quality PSP/QIP workshops within the last 5 years) and “Quality Tools” workshops before you can take this workshop.

PLEASE NOTE: The workshop entitled **Workplace Energy** will no longer be offered. Much of the information presented in this workshop has now been incorporated into the workshop entitled **Emotional Intelligence**. Also, the 2-day workshop entitled **Facilitation Skills** will not be offered this semester, but will be offered again next semester. Finally, the workshop entitled **Performance Measurement** will also not be offered this semester. We may offer this workshop next semester.

The workshops entitled **Managing the Grievance Process** and **Oklahoma Merit Protection Commission Appeals Process** will not be offered through OPM/HRDS this semester. For more information on these two workshops, please contact the Oklahoma Merit Protection Commission directly at (405) 525-9144.