

Office of Personnel Management
Oklahoma City
Tom Steed Center/Rose State College
HRDS Workshop Summary
Fall 2006

September

- 11 Managing a Multigenerational Workforce
- 12 Effective Time Management Techniques
- 13 Emotional Intelligence
- 14 Managing the Troubled Employee Through the EAP Process
- 15 Legislative Process
- 18 Change Management
- 18 Performance Management Process (PMP)
- 19 Effective Stress Management
- 19 Sexual Harassment & Discrimination In the Workplace
- 19-20 Management 2000 (Phase I) ▲ **(CPM Only)**
- 20 Effective Communication In Management
- 21 Conducting Effective Group Meetings
- 21 How to Conduct On-the-Job Training
- 21-22 Skills for Effective Presentations
- 22 Developing Effective Negotiating Skills
- 22 Personnel Policies and Practices
- 25 Gender Issues In Management
- 25 Structured Interview Process
- 26-27 Management 2000 (Phase II) ▲ **(CPM Only)**
- 27 One Minute Manager
- 27-28 Strategies for Improving Communications
- 28-29 Ethics In Public Management
- 29 Business Etiquette
- 29 Everyday Creativity

October

- 2-3 Challenges of Supervision
- 4 Progressive Discipline
- 4-5 Ethics In Public Management
- 5 Applied Leadership
- 5 Delegation and Control
- 6 Lateral Thinking for Supervisors
- 9 Administrative Law
- 9 World Trends
- 10 Emotional Intelligence
- 11-12 Quality Oklahoma Processes
- 13 Managing Diversity In the Workplace
- 16 Listening Skills for Managers
- 16 Performance Management Process (PMP)
- 17 Emotional Intelligence
- 17 Team Building

October Continued

18	Effective Time Management Techniques
18	Managing a Multigenerational Workforce
18	Policy Analysis
19	Managing Conflict
19	Sexual Harassment & Discrimination In the Workplace
19-20	Public Speaking & Effective Presentations ▲ (CPM Only)
20	Developing Creative Problem Solving Skills
23	Developing Effective Negotiating Skills
24	Gender Issues In Management
24	Legislative Process
24	Motivating for Performance
25	Awards and Recognitions
27	Everyday Creativity
27	Personnel Law Video Festival
31	Managing a Multigenerational Workforce
31-Nov. 1	Strategies for Improving Communication

November

1	How to Conduct On-the-Job Training
1	One Minute Manager
2	Managing Conflict
2	Performance Management Process (PMP)
3	Advanced Creative Problem Solving
3	Managing Diversity In the Workplace
3	Writing Skills for Managers
6	Effective Stress Management
6	Structured Interview Process
8	Progressive Discipline
8-9	Challenges of Supervision
9	Effective Communication In Management
13	Performance Management Process (PMP)
14	Managing a Multigenerational Workforce
14	Policy Analysis
15	Change Management
15-16	The Changing Workplace
16	Emotional Intelligence
17	Developing Creative Problem Solving Skills
17	Lateral Thinking for Supervisors
17	Violence In the Workplace
20	Applied Leadership
21	Effective Time Management Techniques
21	Sexual Harassment & Discrimination In the Workplace
28	Program Evaluation
28-29	Ethics In Public Management
29	Personnel Policies and Practices
29	Planning Skills for Managers
30	Motivating for Performance

December

1	Business Etiquette
1	Everyday Creativity
1	Managing a Multigenerational Workforce
4	Developing Effective Negotiating Skills
4-5	Challenges of Supervision
5	Conducting Effective Group Meetings
5	Emotional Intelligence
6	Delegation and Control
6	Effective Stress Management
6	One Minute Manager
7	Awards and Recognitions
7	Effective Time Management Techniques
8	Administrative Law
8	Advanced Creative Problem Solving
8	World Trends
11	Performance Management Process (PMP)
11	Structured Interview Process
12	Safety Management
12-13	Quality Tools
13	Personnel Law Video Festival
13	Progressive Discipline
14	Developing Creative Problem Solving Skills
14	Team Building
15	Legislative Process
15	Managing Conflict
15	Violence In the Workplace

**▲ This workshop is for Certified Public Manager (CPM) Program candidates only.
Participants must attend every day of this supervisory training to receive credit.**

REFERENCES:

OMPC: Oklahoma Merit Protection Commission
DPS: Department of Public Safety
EAP: Employee Assistance Program
OHC: Office of Handicapped Concerns
OPM: Office of Personnel Management
DCS: Department of Central Services

DHS: Department of Human Services
CPP: Certified Personnel Professional Program
CPM: Certified Public Manager Program
DRS: Department of Rehabilitation Services
OCCHD: Oklahoma City-County Health Department

Office of Personnel Management
Oklahoma City
Shepherd Mall (Office of Handicapped Concerns)
N.W. 23rd & Villa Avenue – Oklahoma City
Community Activity Center (formerly occupied by Furr’s Cafeteria)
(405) 521-3756

Fall 2006

September

26 Disability Awareness Workshop

October

11 Disability Awareness Workshop
31 Disability Awareness Workshop

Office of Personnel Management
Norman
Moore-Norman Technology Center
4701 12th Avenue N.W., Room A200
(405) 364-5763
HRDS Workshop Summary
Fall 2006

*The room number for the HRDS workshops at the Moore-Norman Technology Center is **Room A200**.*

September

14	Delegation and Control	Ellen Parrott (OCCHD)
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October

6	Violence In the Workplace	Howard Payne (DPS)
10	Safety Management	Jack Roberts (DCS)
17	Effective Stress Management	Robert Stevens (EAP)
20	Personnel Policies and Practices	Diane Haser-Bennett & Staff

November

21	Business Etiquette	Joyce Smith
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December

11	Writing Skills for Managers	Joyce Smith
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Office of Personnel Management
Tulsa
Oklahoma State University (OSU) in Tulsa
700 North Greenwood
(Interstate 244 at the Cincinnati-Detroit Exit)
(918) 594-8000
HRDS Workshop Summary
Fall 2006

*The room number for the OSU-Tulsa workshops is **Room 260** of the **North Hall**.*

September

13	Applied Leadership	Thomas Nolan
14	Managing Conflict	Thomas Nolan
15	Violence In the Workplace	Howard Payne (DPS)

October

2	Effective Stress Management	Warren Thompson (EAP)
3	Developing Effective Negotiating Skills	Thomas Nolan
4	Motivating for Performance	Thomas Nolan
10	One Minute Manager	Buddie Massey
13	Writing Skills for Managers	Joyce Smith
26-27	Skills for Effective Presentations	Joyce Smith

November

8	How to Conduct On-the-Job Training	Thomas Nolan
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