

*Office of Personnel Management*  
**Oklahoma City**  
**Tom Steed Center/Rose State College**  
**HRDS Workshop Summary**  
*Fall 2007*

***September***

---

- 10 Advanced Creative Problem Solving
- 11-12 Challenges of Supervision
- 11-12 Ethics In Public Management
- 12 Managing Conflict
- 13 Awards and Recognitions
- 13 Managing Diversity In the Workplace
- 14 Legislative Process
- 14 Performance Management Process (PMP)
- 17 Effective Time Management Techniques
- 18 Conducting Effective Group Meetings
- 18 Managing a Multigenerational Workforce
- 19 Gender Issues In Management
- 19 One Minute Manager
- 20 Developing Effective Negotiating Skills
- 21 Administrative Law
- 21 Everyday Creativity
- 24 How to Conduct On-the-Job Training
- 25 Controlling Budgets Thru Agency Risk Management: Overview Δ
- 25 Sexual Harassment & Discrimination In the Workplace
- 26 Emotional Intelligence
- 26 Progressive Discipline
- 27 Applied Leadership
- 27 Effective Stress Management
- 28 Lateral Thinking for Supervisors
- 28 Policy Analysis

***October***

---

- 2 Managing the Troubled Employee Thru the EAP Process
- 3 Effective Communication In Management
- 3 Effective Stress Management
- 5 Developing Creative Problem Solving Skills
- 5 Writing Skills for Managers
- 8-9 Challenges of Supervision
- 10 Structured Interview Process
- 10-11 Ethics In Public Management
- 11 Delegation and Control
- 11 Team Building
- 12 Performance Management Process (PMP)
- 15 Effective Time Management Techniques
- 16-17 Quality Oklahoma Processes
- 16-17 Strategies for Improving Communication
- 17 Managing Conflict

## **October Continued**

---

18	Emotional Intelligence
18	Motivating for Performance
18-19	Skills for Effective Presentations
19	Listening Skills for Managers
19	Violence In the Workplace
22	Managing a Multigenerational Workforce
22	Everyday Creativity
22	One Minute Manager
23	Sexual Harassment & Discrimination In the Workplace
23-24	Managing Within the Public Sector (Phase I) ▲ (CPM Only)
26	Business Etiquette
26	Legislative Process
29	Advanced Creative Problem Solving
29	Progressive Discipline
30-31	Managing Within the Public Sector (Phase II) ▲ (CPM Only)
31	World Trends

## **November**

---

1	Program Evaluation
2	Business Etiquette
2	Performance Management Process (PMP)
2	Violence In the Workplace
6-7	The Changing Workplace
7	Developing Creative Problem Solving Skills
7	Effective Stress Management
8	Managing a Multigenerational Workforce
8-9	Challenges of Supervision
9	Managing Conflict
9	Personnel Policies and Practices
13	Applied Leadership
13	Emotional Intelligence
14	Lateral Thinking for Supervisors
14	Managing Diversity In the Workplace
14-15	Quality Tools ( <b>must have already taken Quality OK Processes</b> )
15	Conducting Effective Group Meetings
19	Effective Communication In Management
19	Performance Management Process (PMP)
20	Developing Effective Negotiating Skills
20	Safety Management △
27	Gender Issues In Management
27	Motivating for Performance
27	Sexual Harassment & Discrimination In the Workplace
28	Awards and Recognitions
28	One Minute Manager
30	How to Conduct On-the-Job Training
30	World Trends

## ***December***

---

3	Delegation and Control
3	Everyday Creativity
4-5	Strategies for Improving Communication
5	Change Management
5-6	Ethics In Public Management
6	Structured Interview Process
6	Team Building
7	Legislative Process
7	Performance Management Process (PMP)
10	Developing Creative Problem Solving Skills
10	Effective Time Management Techniques
10	Personnel Policies and Practices
11	Effective Stress Management
11	Managing a Multigenerational Workforce
12	Administrative Law
12	Progressive Discipline
13	Emotional Intelligence
13	Policy Analysis
14	Planning Skills for Managers

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

**△ Participants must be directly involved with safety and/or risk management activities as part of their present duties in their positions.**

### **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

**(THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.)**

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

*Fall 2007*

***September***

---

17      Disability Awareness Workshop

***October***

---

5        Disability Awareness Workshop  
26      Disability Awareness Workshop

*Office of Personnel Management*  
**Norman**  
**Moore-Norman Technology Center**  
4701 12<sup>th</sup> Avenue N.W., Room A200  
(405) 364-5763  
**HRDS Workshop Summary**  
*Fall 2007*

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

***September***

---

24 Delegation and Control

***October***

---

8 Personnel Policies and Practices  
16 Managing the Troubled Employee thru the EAP Process

***November***

---

30 Business Etiquette

***December***

---

4 Effective Stress Management  
14 Writing Skills for Managers

*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 2007*

*The room numbers for the OSU-Tulsa workshops vary. Please check the room number beside each workshop session name.*

***September***

---

14	Violence In the Workplace	Room 260/North Hall
18	Effective Stress Management	Room 260/North Hall
26	Motivating for Performance	Room 260/North Hall
28	One Minute Manager	<b>Room 247/North Hall</b>

***October***

---

3	Developing Effective Negotiating Skills	Room 260/North Hall
12	Writing Skills for Managers	Room 260/North Hall
19	Applied Leadership	Room 260/North Hall
29	How to Conduct On-the-Job Training	Room 260/North Hall
30	Managing Conflict	Room 260/North Hall

***November***

---

1	Delegation and Control	Room 260/North Hall
---	------------------------	---------------------

