

TOM STEED DEVELOPMENT CENTER/ROSE STATE COLLEGE
(Interstate 40 at the Hudiburg Exit – Midwest City, Oklahoma)

Administrative Law	HRD001	11/3				
Advanced Creative Problem Solving	HRD002	10/15				
Applied Leadership	HRD003	10/8				
Awards and Recognitions	HRD004	10/7	12/17			
Business Etiquette	HRD005	11/9	12/1			
Challenges of Supervision	HRD006	9/27-28				
Change Management	HRD007	9/23				
Coaching and Mentoring	HRD074	9/8				
Cultural Competency	HRD075	9/20	11/4			
Customer Service: A Lost Art	HRD061	10/1	11/19			
Delegation and Control	HRD011	10/13	12/2			
Developing Creative Problem Solving Skills	HRD012	10/26	12/7			
Developing Effective Negotiating Skills	HRD013	9/22				
Disability Awareness	HRD014	10/20	12/6			
Effective Communication In Management	HRD015	10/14				
Effective Stress Management	HRD016	10/25	11/23	12/17		
Effective Time Management Techniques	HRD017	10/25				
Emotional Intelligence	HRD018	11/30				
Employee Grievances and Appeals	HRD050	10/15				
Ethics In Public Management	HRD019	10/12-13				
Everyday Creativity	HRD020	9/15				
Facilitation Skills ★	HRD021	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				
Gender Issues In Management	HRD022	10/12				
How to Conduct On-the-Job Training	HRD023	10/6				
Lateral Thinking for Supervisors	HRD024	12/16				
Leadership: Keys to Effectiveness	HRD077	9/14	12/14			
Legislative Process	HRD025	9/7	12/13			
Managing a Multigenerational Workforce	HRD027	9/30	11/17			
Managing Conflict	HRD028	11/1				
Managing the Troubled Employee through the EAP Process	HRD030	11/9				
Mediation Skills for Personnel Supervisors ◆	HRD059	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				
Motivating for Performance	HRD031	9/16	11/18			
One Minute Manager	HRD032	11/19				
Performance Management Process (PMP)	HRD033	9/9	11/16	12/9		
Personnel Policies and Practices	HRD034	10/4	12/8			
Policy Analysis	HRD036	11/30				
Power of Positive Reinforcement	HRD079	9/13	11/15			
Productive Meetings	HRD062	11/5				
Program Evaluation	HRD037	11/10				
Progressive Discipline	HRD038	9/24	10/19	12/3		
Project Management	HRD073	10/27	12/10			
Risk Control ®	HRD069	10/13				
Risk Management : The Overview ®	HRD068	9/29				
Safety Management	HRD041	11/4				
Say OK to Your Health (EBC Wellness Program)	HRD063	9/24	11/5	12/3		
Sexual Harassment and Discrimination in the Workplace	HRD042	10/4	12/13			
Skills for Effective Presentations	HRD043	11/18-19				
Strategies for Improving Communication	HRD044	10/19-20				
Structured Interview Process	HRD045	9/15	11/17			
Team Building	HRD046	10/5	12/15			
Tools and Processes for Problem Solving and Continuous Improvement (2-day)	HRD081	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER-- <i>This workshop replaces both the Quality Oklahoma Processes and Quality Tools workshops.</i>				

PLEASE SEE REVERSE SIDE FOR MORE WORKSHOPS AND LOCATIONS

TOM STEED DEVELOPMENT CENTER/ROSE STATE COLLEGE (continued) (Interstate 40 at the Hudiburg Exit – Midwest City, Oklahoma)						
Violence In the Workplace	HRD047	10/1	12/3			
Winning the Workplace Challenge	HRD078	11/22				
Writing Skills for Managers	HRD049	9/13	12/8			

MOORE-NORMAN TECHNOLOGY CENTER (4701 12 th Avenue N.W./Interstate 35 at Franklin Road – Norman, Oklahoma)						
<i>The Moore-Norman Technology Center will no longer be used as a site for HRDS workshops.</i>						
OKLAHOMA STATE UNIVERSITY IN TULSA (Interstate 244 at the Cincinnati/Detroit Exit/700 North Greenwood – Tulsa, Oklahoma)						
Applied Leadership	HRD003	9/17	Room 110, North Hall			
Coaching and Mentoring	HRD074	10/1	Room 110, North Hall			
Customer Service: A Lost Art	HRD061	9/7	Room 119, North Hall			
Disability Awareness	HRD014	9/28	Room 119, North Hall			
Effective Communication In Management	HRD015	11/5	Room 110, North Hall			
Effective Stress Management	HRD016	9/21	Room 119, North Hall			
Effective Time Management Techniques	HRD017	12/3	Room 110, North Hall			
Emotional Intelligence	HRD018	10/29	Room 110, North Hall			
How to Conduct On-the-Job Training	HRD023	12/1	Room 106, North Hall			
Managing Conflict	HRD028	9/30	Room 110, North Hall			
THE JIM THORPE BUILDING CONFERENCE ROOM 560, FIFTH FLOOR (2101 North Lincoln Boulevard – Oklahoma City, Oklahoma)						
FOCUS: for Microsoft Outlook [NEW] [FEE BASED] \$	HRD086	11/9	<i>This workshop replaces the FOCUS: Achieving Your Highest Priorities workshop.</i>			
Seven Habits of Highly Effective People: Signature (3-day) [FEE-BASED] \$	HRD052	10/5-7	12/7-9			

- Participants must be directly involved with risk management activities within their agency in order to attend these workshops. The
- ® **Risk Management: The Overview** workshop replaces the workshop entitled **Controlling Budgets Through Agency Risk Management: An Overview**.
 - ★ Participants must have already taken both the **Quality Oklahoma Processes** and **Quality Tools** workshops, or the **Tools and Processes for Problem Solving and Continuing Improvement** workshop, before they can attend the **Facilitation Skills** workshop.
 - ◆ For graduates of the Certified Public Manager (CPM) Program, the Certified Personnel Professional (CPP) Program, or individuals who handle grievance matters in an agency only. **This is a 2-day workshop.**
 - \$ These workshops are **FEE-BASED**. Your agency will need to send a purchase order for each fee to OPM, attention Financial Management Services Department. The fee for the 3-day **Seven Habits of Highly Effective People: Signature** workshop is \$250.00 per person. The fee for the 1-day **FOCUS: for Microsoft Outlook** workshop is \$100.00 per person.

PLEASE NOTE: The following workshops will no longer be offered through the OPM/HRDS training schedule: **Conducting Effective Group Meetings, Listening Skills for Managers, Managing Diversity In the Workplace, Quality Oklahoma Processes, and Quality Tools**. Much of the information from those workshops has been incorporated into other or new workshop titles.

Revised 07/28/10

Fall 2010