

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

Administrative Law	HRD001	9/26	11/21			
Advanced Creative Problem Solving	HRD002	12/5				
Applied Leadership	HRD003	12/6				
Awards and Recognitions	HRD004	9/7	12/8			
Business Etiquette	HRD005	9/23	11/3			
Challenges of Supervision (2-Day)	HRD006	10/13-14				
Change Management	HRD007	9/19	12/7			
Coaching and Mentoring	HRD074	12/12				
Cultural Competency	HRD075	9/28	10/31			
Customer Service: A Lost Art	HRD061	10/12	11/30			
Delegation and Control	HRD011	10/3	12/15			
Developing Creative Problem Solving Skills	HRD012	9/12	11/30			
Developing Effective Negotiating Skills	HRD013	11/22				
Disability Awareness	HRD014	10/26	11/17			
Effective Communication In Management	HRD015	10/25				
Effective Stress Management	HRD016	9/13	11/15			
Effective Time Management Techniques	HRD017	9/9				
Emotional Intelligence	HRD018	12/7				
Employee Grievances and Appeals	HRD050	9/23				
Ethics In Public Management (2-Day)	HRD019	10/10-11				
Everyday Creativity	HRD020	12/16				
Facilitation Skills ★	HRD021	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				
Gender Issues In Management	HRD022	10/6				
How to Conduct On-the-Job Training	HRD023	9/30				
Lateral Thinking for Supervisors	HRD024	11/4				
Leadership: Keys to Effectiveness	HRD077	9/21	11/1			
Legislative Process	HRD025	9/15	12/2			
Managing a Multigenerational Workforce	HRD027	9/22	12/2			
Managing Conflict	HRD028	10/4	12/13			
Managing the Troubled Employee through the EAP Process	HRD030	11/2				
Mediation Skills for Personnel Supervisors (2-Day) ◆	HRD059	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				
Motivating for Performance	HRD031	9/14	11/16			
One Minute Manager	HRD032	11/9				
Performance Management Process (PMP)	HRD033	9/29	12/9			
Personnel Policies and Practices	HRD034	9/8	12/1			
Policy Analysis	HRD036	10/24				
Power of Positive Reinforcement	HRD079	9/7	11/29			
Principles of Financial & Retirement Planning [NEW] ▲	HRD088	9/29	12/8			
Productive Meetings	HRD062	10/4	11/18			
Program Evaluation	HRD037	11/1				
Progressive Discipline	HRD038	10/7	11/8	12/14		
Project Management	HRD073	9/6	12/14			
Risk Control ®	HRD069	10/20				
Risk Management : The Overview ®	HRD068	9/14				
Safety Management	HRD041	11/16				
Say OK to Your Health (EBC Wellness Program)	HRD063	9/16	11/4	12/9		
Sexual Harassment and Discrimination in the Workplace	HRD042	9/19	11/14			
Skills for Effective Presentations (2-Day)	HRD043	10/27-28				
Strategies for Improving Communication (2-Day)	HRD044	10/18-19				
Structured Interview Process	HRD045	9/20	11/7			
Team Building	HRD046	10/5	12/6			
Tools and Processes for Problem Solving and Continuous Improvement (2-Day)	HRD081	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				

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	9/16	11/18			
Winning the Workplace Challenge	HRD078	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--				
Writing Skills for Managers	HRD049	9/13	12/1			

OKLAHOMA STATE UNIVERSITY IN TULSA						
(Interstate 244 at the Cincinnati/Detroit Exit/700 North Greenwood – Tulsa, Oklahoma)						
Applied Leadership	HRD003	10/19	Room 110, North Hall			
Challenges of Supervision (2-Day)	HRD006	11/2-3	Room 110, North Hall			
Coaching and Mentoring	HRD074	11/10	Room 110, North Hall			
Customer Service: A Lost Art	HRD061	9/13	Room 110, North Hall			
Disability Awareness	HRD014	9/21	Room 110, North Hall			
Effective Communication In Management	HRD015	9/15	Room 153, North Hall			
Effective Stress Management	HRD016	10/6	Room 110, North Hall			
Effective Time Management Techniques	HRD017	10/13	Room 106, North Hall			
Emotional Intelligence	HRD018	9/28	Room 110, North Hall			
Managing Conflict	HRD028	10/27	Room 110, North Hall			
THE JIM THORPE BUILDING						
CONFERENCE ROOM 560, FIFTH FLOOR						
(2101 North Lincoln Boulevard – Oklahoma City, Oklahoma)						
FOCUS: for Microsoft Outlook [FEE-BASED] \$	HRD086	10/13	This workshop replaces the FOCUS: Achieving Your Highest Priorities workshop.			
Seven Habits of Highly Effective People: Signature (3-Day) [FEE-BASED] \$	HRD052	9/19-21	11/14-16			

- 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.
 - ▲ This is a new workshop offered by the **Oklahoma Public Employees Retirement System**. It is a 1-day (6-hour) workshop.

PLEASE NOTE: The following workshops will no longer be offered through the OPM/HRDS training schedule: **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 08/10/11

Fall 2011