

Office of Personnel Management
Tom Steed Development Center/Rose State College
Interstate 40 at the Hudiburg Exit – Midwest City
HRDS Workshop Summary
Fall 2011

September

- 6 Project Management
- 7 Awards and Recognitions
- 7 Power of Positive Reinforcement
- 8 Personnel Policies and Practices
- 9 Effective Time Management Techniques
- 12 Developing Creative Problem Solving Skills
- 13 Effective Stress Management
- 13 Writing Skills for Managers
- 14 Motivating for Performance
- 14 Risk Management: The Overview Δ
- 15 Legislative Process
- 16 Say OK to Your Health
- 16 Violence In the Workplace
- 19 Change Management
- 19 Sexual Harassment & Discrimination In the Workplace
- 20 Structured Interview Process
- 21 Leadership: Keys to Effectiveness
- 22 Managing a Multigenerational Workforce
- 23 Business Etiquette
- 23 Employee Grievances and Appeals
- 26 Administrative Law
- 28 Cultural Competency
- 29 Performance Management Process (PMP)
- 29 Principles of Financial & Retirement Planning [NEW] \blacktriangle
- 30 How to Conduct On-the-Job Training

October

- 3 Delegation and Control
- 4 Managing Conflict
- 4 Productive Meetings
- 5 Team Building
- 6 Gender Issues In Management
- 7 Progressive Discipline
- 10-11 Ethics In Public Management
- 12 Customer Service: A Lost Art
- 13-14 Challenges of Supervision
- 18-19 Strategies for Improving Communication
- 20 Risk Control Δ
- 24 Policy Analysis
- 25 Effective Communication In Management
- 26 Disability Awareness

October Continued

- 27-28 Skills for Effective Presentations
31 Cultural Competency

November

- 1 Leadership: Keys to Effectiveness
1 Program Evaluation
2 Managing the Troubled Employee Through the EAP Process
3 Business Etiquette
4 Lateral Thinking for Supervisors
4 Say OK to Your Health
7 Structured Interview Process
8 Progressive Discipline
9 One Minute Manager
14 Sexual Harassment & Discrimination In the Workplace
15 Effective Stress Management
16 Motivating for Performance
16 Safety Management Δ
17 Disability Awareness
18 Productive Meetings
18 Violence In the Workplace
21 Administrative Law
22 Developing Effective Negotiating Skills
29 Power of Positive Reinforcement
30 Customer Service: A Lost Art
30 Developing Creative Problem Solving Skills

December

- 1 Personnel Policies and Practices
1 Writing Skills for Managers
2 Legislative Process
2 Managing a Multigenerational Workforce
5 Advanced Creative Problem Solving
6 Applied Leadership
6 Team Building
7 Change Management
7 Emotional Intelligence
8 Awards and Recognitions
8 Principles of Financial & Retirement Planning [NEW] \blacktriangle
9 Performance Management Process (PMP)
9 Say OK to Your Health
12 Coaching and Mentoring
13 Managing Conflict
14 Progressive Discipline
14 Project Management
15 Delegation and Control
16 Everyday Creativity

Δ Participants must be directly involved with safety and/or risk management activities as part of their present duties in their positions to attend this workshop.

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

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY.

Office of Personnel Management
Jim Thorpe Building
Conference Room 560 (5th Floor)
2101 North Lincoln Boulevard
Oklahoma City
(405) 521-6334

HRDS Workshop Summary
Fall 2011

September

19-21 Seven Habits of Highly Effective People: Signature [**FEE-BASED**]

October

13 FOCUS: for Microsoft Outlook [**FEE-BASED**]

November

14-16 Seven Habits of Highly Effective People: Signature [**FEE-BASED**]

Registration for these *Franklin-Covey* workshops requires a fee for each. The fees are as follows:

Seven Habits of Highly Effective People: Signature (3-day) **\$250.00 per person**

FOCUS: for Microsoft Outlook **\$100.00 per person**
(This workshop replaces the FOCUS: Achieving Your Highest Priorities workshop)

Please send your purchase orders for the above amounts for each registration to the Office of Personnel Management (OPM), Attention: Financial Management Services Department, 2101 North Lincoln Boulevard, Oklahoma City, OK 73105. For questions about billing for these two workshops, please call (405) 521-6351.

Office of Personnel Management
Tulsa
Oklahoma State University (OSU) in Tulsa
700 North Greenwood – Tulsa, OK
(Interstate 244 at the Cincinnati-Detroit Exit)
(918) 594-8000
HRDS Workshop Summary
Fall 2011

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

September

13	Customer Service: A Lost Art	Room 110/North Hall
15	Effective Communication In Management	Room 153/North Hall
21	Disability Awareness	Room 110/North Hall
28	Emotional Intelligence	Room 110/North Hall

October

6	Effective Stress Management	Room 110/North Hall
13	Effective Time Management Techniques	Room 106/North Hall
19	Applied Leadership	Room 110/North Hall
27	Managing Conflict	Room 110/North Hall

November

2-3	Challenges of Supervision	Room 110/North Hall
10	Coaching and Mentoring	Room 110/North Hall