

Office of Personnel Management
Oklahoma City
Tom Steed Center/Rose State College
HRDS Workshop Summary
Fall 2005

September

- 12 Gender Issues In Management
- 13 Developing Effective Negotiating Skills
- 13 Managing the Grievance Process
- 14 Performance Management Process (PMP)
- 15 Awards and Recognitions
- 15 Violence In the Workplace
- 15-16 Challenges of Supervision
- 16 Everyday Creativity
- 19 Developing Creative Problem Solving Skills
- 20 Safety Management
- 20-21 Management 2000 (Phase I) ▲ (CPM Only)
- 22 Change Management
- 22 Effective Time Management Techniques
- 26 Managing Diversity In the Workplace
- 27 Effective Communication In Management
- 27-28 Management 2000 (Phase II) ▲ (CPM Only)
- 28 How to Conduct On-the-Job Training
- 29 Delegation and Control
- 29 Managing Conflict
- 29 Structured Interview Process
- 30 Business Etiquette
- 30 Lateral Thinking for Supervisors

October

- 3 Listening Skills for Managers
- 4 Performance Management Process (PMP)
- 4 Sexual Harassment & Discrimination In the Workplace
- 4-5 Public Speaking & Effective Presentations ▲ (CPM Only)
- 7 Advanced Creative Problem Solving
- 7 Personnel Law Video Festival
- 10 World Trends
- 11 Effective Stress Management
- 11 Motivating for Performance
- 11-12 Ethics In Public Management
- 12 Team Building
- 13 One Minute Manager
- 13 Policy Analysis
- 14 Business Etiquette
- 14 Personnel Policies and Practices
- 17 Applied Leadership
- 18 Managing Conflict

October Continued

19	Effective Communication In Management
19	Oklahoma Merit Protection Commission Appeals Process
19	Planning Skills for Managers
20	Effective Time Management Techniques
20	Violence In the Workplace
21	Everyday Creativity
21	Writing Skills for Managers
25	Conducting Effective Group Meetings
25	Developing Creative Problem Solving Skills
26	Structured Interview Process
27-28	Challenges of Supervision
28	Lateral Thinking for Supervisors

November

1	Progressive Discipline
1	World Trends
2-3	Strategies for Improving Communication
3	Sexual Harassment & Discrimination In the Workplace
3	Workplace Energy
4	Advanced Creative Problem Solving
4	Personnel Law Video Festival
7	Administrative Law
8	Effective Stress Management
8-9	Ethics In Public Management
15	Developing Effective Negotiating Skills
15	Safety Management
16	Applied Leadership
16	How to Conduct On-the-Job Training
17	Effective Time Management Techniques
17	Managing Conflict
17	One Minute Manager
18	Everyday Creativity
18	Personnel Policies and Practices
18	Violence In the Workplace
21	Developing Creative Problem Solving Skills
22	Change Management
22	Performance Measurement
29-30	The Changing Workplace
29-30	Quality Oklahoma Processes

December

1	Motivating for Performance
1	Policy Analysis
1	Writing Skills for Managers
2	Gender Issues In Management
2	Sexual Harassment & Discrimination In the Workplace

December Continued

6	One Minute Manager
6	Program Evaluation
6	Workplace Energy
7	Structured Interview Process
7-8	Ethics In Public Management
8	Effective Time Management Techniques
8-9	Challenges of Supervision
12	Legislative Process
12	Team Building
13	Developing Effective Negotiating Skills
13-14	Strategies for Improving Communication
14	Delegation and Control
14-15	Quality Tools
15	Conducting Effective Group Meetings
15	Performance Management Process (PMP)
16	Developing Creative Problem Solving Skills
16	Personnel Policies and Practices

▲ 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 have graduated from the Certified Public Manager (CPM) Program or the Certified Personnel Professional (CPP) Program, or must be the agency's designated Grievance Manager or Mediation Manager or someone who handles grievance matters in an agency.**

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

DHS: Department of Human Services
CPP: Certified Personnel Professional Program
CPM: Certified Public Manager Program
OJA: Office of Juvenile Affairs
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 2005

September

28 Disability Awareness Workshop

October

18 Disability Awareness Workshop
27 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 2005

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

September

- 19 Legislative Process
- 30 Effective Stress Management

October

- 3 Managing the Troubled Employee Thru the EAP Process
- 12 Progressive Discipline

November

- 7 Performance Management Process (PMP)
- 18 Business Etiquette
- 21 Administrative Law

December

- 5 Effective Stress Management
- 12 Managing Diversity In the Workplace

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 2005

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

September

20	Effective Stress Management	Room 106/North Hall
21	Progressive Discipline	Room 106/North Hall

October

3	Legislative Process	Room 106/North Hall
6	Applied Leadership	Room 219/North Hall
7	Awards and Recognitions	Room 106/North Hall
13	Performance Management Process (PMP)	Room 219/North Hall
18	Developing Effective Negotiating Skills	Room 106/North Hall

November

2	Motivating for Performance	Room 106/North Hall
4	Writing Skills for Managers	Room 106/North Hall
8	How to Conduct On-the-Job Training	Room 106/North Hall
9	Managing Conflict	Room 106/North Hall