

**Course Title – ORACLE PeopleSoft Course Code**

**HCM Training & Development Fall 2014 Workshop Schedule**

Course Title – ORACLE ELM PeopleSoft Course Code		HCM LARGE TRAINING ROOM/ JIM THORPE BLDG BASEMENT (2101 North Lincoln Boulevard – Oklahoma City, OK)					HCM SMALL TRAINING ROOM/ JIM THORPE BLDG BASEMENT (2101 North Lincoln Boulevard – Oklahoma City, OK)	
Administering the Structured Interview	HRD116	10/8	11/4					
Administrative Law	HRD001	9/23						
Awards and Recognitions	HRD004	9/16						
Boot Camp for New Managers and Supervisors (2-Day)	HRD099	9/24-25						
Coping With Change	HRD120	10/20	12/15					
Customer Service: A Lost Art	HRD061	10/3	11/21	12/4				
Developing Creative Problem Solving Skills	HRD012	9/29	11/14					
Developing Effective Negotiating Skills	HRD013	12/9						
Disability Awareness	HRD014	9/15						
Effective Communication Skills	HRD119	12/8						
Effective Stress Management	HRD016	11/7	12/17					
Employee Grievances and Appeals	HRD050	9/18						
Everyday Creativity	HRD020	9/22						
Five Choices of Extraordinary Productivity (2-Day) [FEE-BASED] \$	HRD106	10/27-28						
How to Investigate Incidents	HRD107	9/19						
Interviewing: Put Your Best Self Forward	HRD111	9/17	11/12					
Leading Employees Through Change	HRD115	12/5						
Legislative Process	HRD025	10/24	12/12					
Managing Conflict	HRD028	11/10						
Motivating for Performance	HRD031	11/19						
Nutrition In Action (OK Wellness) [FEE-BASED] \$	HRD110	12/10						
Performance Management Process (PMP)	HRD033	10/29	11/18	12/3	12/11			
Personnel Policies and Practices	HRD034	10/15						
Policy Analysis	HRD036	11/13						
Powerful Coaching for Performance Excellence (2-Day)	HRD124	10/6-7						
Powerful Communication Through Powerful Words (2-Day)	HRD092	10/9-10						
Powerful Emotions: Dealing With Personality Styles (2-Day)	HRD093	12/1-2						
Powerful Teams: Effective Team Leadership	HRD094	11/24-25						
Principles of Financial & Retirement Planning	HRD088	9/30	10/30					
Productive Meetings for Better Results	HRD123	10/17						
Program Evaluation	HRD037	10/16	12/16					
Project Management	HRD073	10/2	11/6					
Seven Habits of Highly Effective People: Signature (3-Day) [FEE-BASED] \$	HRD052	10/21-23						
Sexual Harassment & Discrimination In the Workplace	HRD042	<b>NOT OFFERED THIS SEMESTER</b>						
SPECTRUM Development Training	HRD091	11/5						
Time Management Skills	HRD121	10/14						
Working In a Multigenerational Workforce	HRD122	9/12	10/1					

**PLEASE SEE REVERSE SIDE FOR MORE WORKSHOPS AND LOCATIONS**

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

Business Etiquette: Positively Professional	HRD005	11/21				
Business Writing Skills	HRD117	9/19	12/11			
Cultural Competency	HRD075	10/15				
Customer Service: A Lost Art	HRD061	9/12				
Developing Effective Negotiating Skills	HRD013	10/14				
Effective Communication Skills	HRD119	11/3				
Ethics In Public Management (2-Day)	HRD019	10/20-21				
Exercise and Fitness: Understanding Exercise	HRD114	11/14				
It's All About You: Branding for a Confident You	HRD100	11/14				
Leading Employees Through Change	HRD115	11/18				
One Minute Manager	HRD032	10/7				
Personnel Policies and Practices	HRD034	10/24				
Power of Positive Reinforcement	HRD079	12/9				
Presentation Skills (2-Day)	HRD118	10/30-31				
Principles of Financial & Retirement Planning	HRD088	12/3				
Progressive Discipline	HRD038	9/11	11/19			
Time Management Skills	HRD121	11/13				
Understanding Behavior and Emergency Response (2-Day)	HRD108	10/8-9				
Violence In the Workplace	HRD047	10/10	12/12			

**OKLAHOMA STATE UNIVERSITY IN TULSA**  
 (Interstate 244 at the Martin Luther King Exit/700 North Greenwood – Tulsa, Oklahoma)

Administrative Law	HRD001	10/7		Room 119, North Hall
Awards and Recognitions	HRD004	12/16		Room 119, North Hall
Coping With Change	HRD120	10/28		Room 119, North Hall
Cultural Competency	HRD075	12/17		Room 119, North Hall
Customer Service: A Lost Art	HRD061	9/23		Room 119, North Hall
Developing Effective Negotiating Skills	HRD013	10/21		Room 119, North Hall
Disability Awareness	HRD014	10/13		Room 119, North Hall
Effective Communication Skills	HRD119	11/18		Room 119, North Hall
Effective Stress Management	HRD016	9/11		Room 119, North Hall
Everyday Creativity	HRD020	10/1		Room 119, North Hall
How to Investigate Incidents	HRD107	10/17		Room 119, North Hall
Leading Employees Through Change	HRD115	12/2		Room 119, North Hall
Managing Conflict	HRD028	10/29		Room 119, North Hall
Motivating for Performance	HRD031	11/12		Room 119, North Hall
Performance Management Process (PMP)	HRD033	11/25		Room 119, North Hall
Policy Analysis	HRD036	12/3		Room 119, North Hall
Presentation Skills (2-Day)	HRD118	10/9-10		Room 119, North Hall
Principles of Financial & Retirement Planning	HRD088	11/5		Room 119, North Hall
Productive Meetings for Better Results	HRD123	9/12		Room 119, North Hall
Understanding Behavior and Emergency Response (2-Day)	HRD108	11/19-20		Room 119, North Hall

\$ This workshop is **FEE-BASED**. Your agency will need to send a purchase order for each fee to OMES, attention Agency Business Services Division, 3812 North Santa Fe, Suite 290, Oklahoma City, OK 73118. The fee for the 3-day **Seven Habits of Highly Effective People: Signature** workshop is \$250.00 per person. The fee for the 2-day **Five Choices of Extraordinary Productivity** workshop is \$175.00 per person.

\$ The **Nutrition In Action** workshop is also **FEE-BASED**. The cost to attend this training is \$14.00 per person. For more information and to pay, contact Cassandra Bachrach, OK Wellness Coordinator, at (405) 522-1196 or at [cassandra.bachrach@omes.ok.gov](mailto:cassandra.bachrach@omes.ok.gov).