

HCM Training and Development Fall 2015 Workshop Schedule

		Jim Thorpe Building Basement						Rose State Tom Steed Center		OSU Tulsa North Hall Building	
Course Title	ELM Code	Large Training Room				Small Training Room					
Administering the Structured Interview	HRD116	10/7	11/4								
Administrative Law	HRD001	10/8							9/22		
Boot Camp for New Managers (2-Day)	HRD099	9/24-25		12/9-10							
Business Etiquette: Positively Professional	HRD005	11/2									
Business Writing Skills	HRD117						10/9				
Coping with Change	HRD120	9/17	10/19						9/23		
Cultural Diversity (NEW)	HRD132	9/16	10/28								
Cultural Intelligence (NEW)	HRD133	10/1	11/12								
Cultural Competency	HRD075								12/2		
Customer Service: A Lost Art	HRD061	10/9	12/11				10/23	11/17	9/15	12/1	
Developing Creative Problem Solving Skills	HRD012	9/14	11/30						11/19		
Developing Effective Negotiating Skills	HRD013	10/2					9/21		11/12		
Disability Awareness	HRD014	10/29							12/8		
Effective Communication Skills	HRD119						9/18	12/8	10/27		
Effective Stress Management	HRD016	11/13							12/11		
Employee Grievances and Appeals	HRD050					11/10					
Ethics In Public Management (2-Day)	HRD019	12/14-15									
Everyday Creativity	HRD020	12/7							10/7		
Five Choices to Extraordinary Productivity (2-day) [FEE-BASED] \$	HRD106	11/5-6									
How to Investigate Incidents	HRD107	12/4							10/2		
Interviewing: Put Your Best Self Forward	HRD111	9/30					9/16				
It's All About You: Branding for a Confident You	HRD100						12/4				
Leading Employees Through Change	HRD115						10/29	12/2	10/6		
Legislative Processes	HRD025	9/28	10/26								
Managing Conflict	HRD028						10/28		9/17		
Performance Management Process (PMP)	HRD033	10/21	11/18	12/2			9/23		9/29	11/4	
Personnel Policies and Practices	HRD034	9/15	11/20								
Policy Analysis	HRD036						9/30		11/5		
Powerful Emotions: Personality Styles and Emotions (2-Day)	HRD093	11/23-24									
Presentation Skills (2-day)	HRD043	10/22-23									
Principles of Financial & Retirement Planning (OPERS)	HRD088	10/30					12/1		11/3		
Productive Meetings for Better Results	HRD123	9/18							9/25		
Program Evaluation	HRD037	12/3									
Progressive Discipline	HRD038	9/21	11/16								
Project Management	HRD073						10/08	11/5			
Seven Habits of Highly Effective People (3-Day) [FEE-BASED] \$	HRD052	10/14-16									
Sexual Harrassment and Discrimination	HRD042						10/7	12/10			
Spectrum Temperament Development [FEE-BASED] \$	HRD091	11/9									
Time Management Skills	HRD121	10/12					12/3				
Understanding Behavior and Emergency Response (2-Day)	HRD108						10/21-22		10/14-15		
Violence In the Workplace	HRD047						10/16	12/11			
Working in a Multigenerational Workforce	HRD122	10/5	12/16								

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 \$275.00 per person. The fee for the 2-day **Five Choices of Extraordinary Productivity** workshop is \$225.00 per person. The fee for the **Spectrum Temperament Development** is \$30.00 per person.