

# OK Training Tribute



OK Training Tribute Committee.  
Hosted by the Office of Personnel Management Website



## Oklahoma Employment Security Commission

In 1996, the Oklahoma Employment Security Commission (OESC) recognized a need to better connect to the Oklahoma City area business community as a means to fulfill its role as a valued partner in the local workforce development system. As a result, the OESC launched the OKC Metro Employer Council in January 1997 as the vehicle to fulfill a vital part of that mission. Its goal was to provide high quality educational and informational meeting opportunities to the human resource community in the area.

The Employer Council began meeting in January 1997 on the campus of Oklahoma State University-Oklahoma City. From 1997 through 1998 meeting attendance was small. Meeting topics and speakers were of varying quality and impact. However, in early 1999, after a re-

evaluation of the Council, a new strategy was developed and attendance and meeting quality improved significantly. From 1999 to the present, average meeting attendance has grown 25 to 30 people per meeting to the present 175 to 250 per meeting with occasionally peaks of 350 per meeting.

Quality presentations and highly professional speakers has been one of the major factors in the continued success of the Employer Council. Meeting topics are carefully chosen to be relevant to the critical issues currently facing human resource professionals. Speakers are carefully screened and selected because of their recognized competence and experience to speak on the topics they present. Speakers are drawn from labor and employment law attorneys, human

resources professionals, university and college educators specializing in the field of management of human resources and others with a recognized expertise of value to human resource professionals.

Meeting programs are designed to cover subjects of current importance to the council membership and topics that will enhance members' professional development. Topics cover such areas as the ADA, FMLA, EEOC, FLSA, GINA, sexual harassment, violence in the workplace, etc. Other programs are presented on such topics as strategic planning and leadership development. All meetings are certified to provide HRCI recertification credit and IPMA-HR continuing education credit.

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## Affirmative Action Plan Training for 2010

Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, plans to conduct both the Beginning and Advanced Annual Affirmative Action Plan Training again this summer. The Affirmative Action Plan Training is traditionally conducted around the middle of July through the third

week in August. Announcement of the specific dates will be forthcoming soon via e-mail. So reserve your seat and make sure you are kept up-to-date by attending this year's Affirmative Action Plan Training. This training will count for 3 hours (or 0.3 CEU) toward the 6 hours (or 0.6 CEU) of training required annually for Affirma-

tive Action Officers, Civil Rights Administrators, and Certified Discrimination Complaint Investigators.

*Please note that OPM has made a "major" change to the forms that will be used for the upcoming reporting period for the affirmative action plan.*

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Ayana Wilkins (DEQ)  
Crystal Nolen (DOM)  
Wendy Simpson (DCS)  
Lisa Hays (REC)  
Jeannette Williams (OSEEGIB)

Phone: 405-427-3859  
Fax: 405-424-4932  
Email: crystal.nolen@mines.ok.gov

*Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.*

## Continued... OESC

Meetings are held every third Tuesday of the month except July and December and are conducted from 8:30-10:00 am. The current home of the Employer Council meetings is the beautiful new Oklahoma History Center located in the State Capital complex just off Northeast 23<sup>rd</sup> Street. All meetings are free of charge and refreshments are served. Meeting invitations to members are emailed two weeks prior to the meeting.

The membership of the Council is composed of members representing private sector companies, governmental agencies, non-profit organizations and educational institutions. Individual members range from senior vice-presidential level to beginners in human resources, attorneys, college and university professors, university career services personnel, business owners and students.

The Employer Council is managed by a director from the Oklahoma Employment Security Commission. Assisting in that direction is an Ex-

## Custom Made OPM HRDS Courses

Do you find that the training requirements for certain positions are increasing while there is not enough money in the budget to buy a pencil? Are you frustrated with trying to find training for all of your employees and being blocked by full classes, employee confusion about the location and other barriers? How would you like to overcome all of these difficulties and have classes based specifically on your agency's time schedule and subject matter requirements. I know this is probably an old idea for a lot of the bigger agencies but now smaller agencies are facing similar issues and we need to be able to make wise choices.

There are several ways to customize training so it can be done on-site. Why not use existing approved material or customized materials and provide your own training to employees.

Any trainer can create a course and materials, get it approved by HRDS so that credit can be given to your employees and stay within your agencies walls to eliminate cost. Just think! - You can bring new life to a class that employees have taken before or put a customized twist to the material. This gives you the ability to apply real work applications to the course. Employees can then understand how the material would relate to them and their work situations through day to day examples and stories. You can benefit both your employees and your agency at the same time.

Also, another way to eliminate travel is to teach a particular subject such as PMP or Customer Service that the HRDS Division of OPM has already developed a curriculum on and which can be provided. If you use a course that has already been approved, you can get the material immediately. However, OPM is not able to release or rent out any DVD's or videos associated with these classes so you are on your own there.

A third option is to co-opt a curriculum with other trainers. Trainers at different agencies needing the same training could share services. For instance, one trainer or employee specializing in a specific area could present the course for several agencies. This will take some preparation and the ability to speak in front of co-workers, but it would be a tremendous opportunity for success and a new challenge for those wanting to develop training skills.

Please contact OPM HRDS for more information. They would love to hear from you. Together we can meet any training challenge.

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ecutive Board drawn from the membership and serves as an advisory board. The director is also assisted by an Emeritus Board of former board members that acts as an occasional advisory body. All board members are chosen by the Employer Council Director.

Now in its thirteen year, the OKC Metro Employer Council looks forward to an exciting future. The Council will be implementing new electronic means of communicating with members, developing new partnerships with other organizations with

similar goals to provide even greater learning opportunities and increasing its membership. The Council believes that learning never stops and that human resource and workforce development professionals need continuous training to stay abreast with the ever changing environment of the workplace and strengthen their own professional development to better shape their respective organization. The OKC Metro Employer Council hopes to be a valuable resource in that effort.

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