

OK Training Tribute



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

Safety Training on a Budget

In the ever growing quest for training resources which offer a lot of variety but cost very little, if anything, a module site was discovered through our friends at OSU. It is a site that offers visitors resources that they can use in the area of Environmental Health and Safety Training.

When you log onto www.ehs.okstate.edu and then click on the "Safety Training

Classes" link you will be taken to numerous modules regarding every aspect of safety. There is a list of topics along with online information such as Power Point and Microsoft Word presentations. Material is geared toward the OSU employee and student. However, it can be adapted to any agency's specific information. These modules also provide links to other types of safety agencies

and organizations other than OSU. There are even quizzes after some of the online training courses.

If you need to develop a safety training class then you may want to check out some of the items on this site. After all, why reinvent the wheel? Thank you to OSU Environmental Health and Safety for allowing others to access this important information.

Resiliency in Leadership: Catching the Dream

By Paula Printup-Porter

President, Oklahoma Society of Certified Public Managers

Oklahoma City has another run in the making! The Oklahoma Society of Certified Public Managers (OSCPM) will host the American Academy of Certified Public Manager's 22nd Professional Development Conference at the Cox Convention Center Oct. 17 – 19, 2010.

Staking their claim for **Resiliency in Leadership: Catching the Dream**, attendees will stam-pede to lodging at the Oklahoma City Renaissance Hotel. Certified Public Managers® (CPM) and others in state, county and local management from around the nation, as well as managers from the private sector and federal government will "make the run" to learn how to improve performance and quality for their organizations.

Dynamic presenters and insightful breakout sessions will enhance professional development. Plenary sessions will be both educational and entertaining. Keynoters will inspire, motivate, and encourage. During the three-day event, there will also be opportunities for vendors to showcase solutions for management issues.

The Oklahoma CPM Program is a three-level program consisting of 258 required hours and 42 elective hours. These include:

- Level 1: Basic supervisory skills
80 classroom hours
- Level 2: Middle-management skills
77 classroom hours
- Level 3: Advanced-management skills
77 classroom hours

A CPM candidate is also required to complete four examinations, one for each level and one comprehensive

exam. In addition, each candidate must complete three job-related projects in a timely manner, which provides an outstanding opportunity for candidates to work on ideas for efficiency in the workplace, problem-solving at work, and developing strategic work plans for the future.

Join America's "best and brightest" – OSCPМ members and Academy Fellows as we showcase **Resiliency in Leadership: Catching the Dream** in Oklahoma City, Oct. 17-19 at the Cox Convention Center. It will be a "Run to Remember!"

For more information on speakers and to register, go to www.aacpmconference.com



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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.



Training Council Meeting

As Training Coordinators agreed at our last meeting in June, we would like to meet quarterly. However, due to schedule conflicts with benefit rollouts and in order to schedule a top notch speaker we would like to meet during the first two weeks of November.

The agenda and details will be sent out by mid-October.

Oklahoma Financial Management Association

Training worth 2.0 CPE credits will be offered on September 2, 2010 from 1:30pm to 4pm at the Business Conference Center, Metro Tech Auditorium on the Springlake Campus.

Topics will include:

- Vendor Registration,
- The New P Card Program
- AP Workflow
- Health Care Legislation
- Internal Controls

Leading the Way, Public Sector Leadership

Ms. Lindy Ritz, Director of the Mike Monroney Aeronautical Center, will present her experiences such as opportunities and challenges of directing a large public sector organization using competitive practices and private sector principles.

This presentation is part of the Fall 2010 Practice & Policy Lecture Series sponsored by the Department of Human Services.

**Thursday September 2, 2010, noon to 1 p.m.
The Oklahoma History Center, Chesapeake Room**

OKTraining.OK.gov

The Oklahoma Training Resource Directory may be the perfect solution to solving any training coordinators needs on short notice. This database, sponsored by the Central Oklahoma Workforce Investment Board, has hundreds of resources listed. Most courses that are promoted are offered by private vendors and do cost a fee, but these are often the hard to find course that are more difficult to provide by the agency trainer.

A few examples are:

Driving Safety,
Advanced Security,
Alzheimer's,
Marketing/ Advertising,
Ropes Challenge Course,
Police Dynamics,
Discharging Employees,
Managing a Virtual Office,
Blood Borne Pathogens,
Latex Allergy,
Patient Lifting and Transfer
OSHA, and
Advanced Computer Courses

Trainers will find courses that are offered live, in-person, in seminar format or workshop format. They will also find traditional training programs or online training programs. All of which will help to upgrade the skills employees need.

OKTraining.OK.gov can be found on the Oklahoma State website at www.ok.gov.otrd/index.php
