

Course Title – Course Code	Oklahoma City— Tom Steed Center/Rose State College					Moore- Norman Tech Center	OSU- Tulsa	
Administrative Law	M059	4/6	6/12	none	none	none	none	
Advanced Creative Problem Solving	M129	4/11	5/5	none	none	none	none	
Applied Leadership	M073	3/10	4/28	6/9	none	none	4/6	
Awards and Recognitions	Q112	3/30	4/20	6/1	none	none	none	
Business Etiquette	Q434	3/9	3/24	5/5	none	5/19	4/14	
Challenges of Supervision	M001	3/20-21	4/18-19	5/8-9	6/5-6	none	4/4-5	
Change Management	M306	6/22	none	none	none	none	none	
Changing Workplace, The	M134	3/29-30	6/13-14	none	none	none	none	
Conducting Effective Group Meetings	M031	4/12	6/20	none	none	none	none	
Delegation and Control	M004	3/10	4/7	none	none	4/21	none	
Developing Creative Problem Solving Skills	M029	4/12	5/15	6/14	none	none	none	
Developing Effective Negotiating Skills	M021	3/29	4/13	5/25	none	none	none	
Disability Awareness (Office of Handicapped Concerns) ♦	X105	3/15	5/11	5/31	none	none	none	
Effective Communication In Management	M005	4/11	5/23	none	none	none	3/7	
Effective Stress Management	M006	4/12	5/24	6/5	none	3/21	3/10	
Effective Time Management Techniques	M027	3/23	4/13	5/11	6/1	none	5/18	
Emotional Intelligence [NEW]	M152	3/9	4/10	5/10	none	none	6/19	
Ethics In Public Management	M064	3/15-16	4/25-26	6/21-22	none	none	5/16-17	
Everyday Creativity	M109	4/7	6/9	none	none	none	none	
Facilitation Skills (2-DAY—this course has prerequisites) ●	Q432	5/16-17			none	none	none	
Gender Issues In Management	M225	3/28	5/4	none	none	none	none	
How to Conduct On-the-Job Training	M010	4/4	5/11	none	none	none	none	
Lateral Thinking for Supervisors	M222	4/21	6/13	none	none	none	3/8	
Legislative Process	M060	3/31	4/21	6/14	none	none	none	
Listening Skills for Managers	M110	3/23	5/3	none	none	none	none	
Managing a Multigenerational Workforce [NEW]	M153	3/6	4/7	5/1	none	none	6/14	
Managing Conflict	M002	3/8	4/5	5/3	6/15	none	none	
Managing Diversity In the Workplace	M425	3/14	6/23	none	none	none	none	
Managing the Grievance Process	M012	5/4	none	none	none	none	none	
Managing the Troubled Employee through the EAP Process	M078	5/8	none	none	none	none	none	
Motivating for Performance	M309	3/28	4/27	6/20	none	none	none	
Oklahoma Merit Protection Commission Appeals Process	M033	6/7	none	none	none	none	none	
One Minute Manager	M043	3/31	4/28	6/2	none	none	3/9	
Performance Management Process (PMP)	M212	3/13	4/10	5/15	6/6	6/23	none	5/25
Performance Measurement	M205	5/31	none	none	none	none	none	
Personnel Law Video Festival	M227	5/19	none	none	none	3/10	none	
Personnel Policies and Practices	M120	5/12	none	none	none	6/23	3/30	
Planning Skills for Managers	M076	5/10	none	none	none	none	none	
Policy Analysis	M075	5/1	none	none	none	none	6/5	
Program Evaluation	M074	5/17	none	none	none	none	none	
Progressive Discipline	M003	4/6	5/9	none	none	3/28	6/13	
Quality Oklahoma Processes	Q426	3/21-22	none	none	none	none	none	
Quality Tools	Q430	4/18-19	none	none	none	none	none	
Safety Management	M053	5/2	none	none	none	3/14	none	
Sexual Harassment and Discrimination in the Workplace	M077	3/7	4/4	5/18	none	none	none	
Skills for Effective Presentations [NEW—2-day course]	Q436	6/15-16			none	none	none	
Strategies for Improving Communication	M114	3/14-15	5/3-4	6/7-8	none	none	none	
Structured Interview Process	M218	4/10	none	none	none	6/6	none	
Team Building	M312	3/9	4/27	none	none	none	6/15	
Violence In the Workplace	M421	5/12	6/16	none	none	4/14	none	
Workplace Energy	M224	3/30	5/19	none	none	none	none	
World Trends	M118	4/25	5/25	6/21	none	none	none	
Writing Skills for Managers	M302	6/2	none	none	none	5/12	none	

♦ The “Disability Awareness” workshop is taught by the Office of Handicapped Concerns at Shepherd Mall’s Community Activity Center at N.W. 23rd Street & Villa in OKC.

● You must have taken the “Quality Oklahoma Processes” (or Quality PSP/QIP workshops within the last 5 years) and “Quality Tools” workshops before you can take this workshop.

PLEASE NOTE: Three new workshop titles are being offered this semester. They are **Emotional Intelligence**, **Managing a Multigenerational Workforce**, and a 2-day workshop entitled **Skills for Effective Presentations**.