

Office of Personnel Management
Oklahoma City
Tom Steed Center/Rose State College
HRDS Workshop Summary
Spring 2006

March

6	Managing a Multigenerational Workforce
7	Sexual Harassment & Discrimination In the Workplace
8	Managing Conflict
9	Business Etiquette
9	Emotional Intelligence
9	Team Building
10	Applied Leadership
10	Delegation and Control
13	Performance Management Process (PMP)
14	Managing Diversity In the Workplace
14-15	Strategies for Improving Communication
15-16	Ethics In Public Management
20-21	Challenges of Supervision
21-22	Quality Oklahoma Processes
23	Effective Time Management Techniques
23	Listening Skills for Managers
24	Business Etiquette
28	Gender Issues In Management
28	Motivating for Performance
29	Developing Effective Negotiating Skills
29-30	The Changing Workplace
30	Awards and Recognitions
30	Workplace Energy
31	Legislative Process
31	One Minute Manager

April

4	How to Conduct On-the-Job Training
4	Sexual Harassment & Discrimination In the Workplace
5	Managing Conflict
6	Administrative Law
6	Progressive Discipline
7	Delegation and Control
7	Everyday Creativity
7	Managing a Multigenerational Workforce
10	Emotional Intelligence
10	Performance Management Process (PMP)
10	Structured Interview Process
11	Advanced Creative Problem Solving
11	Effective Communication In Management
12	Conducting Effective Group Meetings
12	Developing Creative Problem Solving Skills

April Continued

12	Effective Stress Management
13	Developing Effective Negotiating Skills
13	Effective Time Management Techniques
18-19	Challenges of Supervision
18-19	Quality Tools
20	Awards and Recognitions
21	Lateral Thinking for Supervisors
21	Legislative Process
25	World Trends
25-26	Ethics In Public Management
27	Motivating for Performance
27	Team Building
28	Applied Leadership
28	One Minute Manager

May

1	Managing a Multigenerational Workforce
1	Policy Analysis
2	Safety Management
3	Listening Skills for Managers
3	Managing Conflict
3-4	Strategies for Improving Communication
4	Gender Issues In Management
4	Managing the Grievance Process
5	Advanced Creative Problem Solving
5	Business Etiquette
8	Managing the Troubled Employee Through the EAP Process
8-9	Challenges of Supervision
9	Progressive Discipline
10	Emotional Intelligence
10	Planning Skills for Managers
11	Effective Time Management Techniques
11	How to Conduct On-the-Job Training
12	Personnel Policies and Practices
12	Violence In the Workplace
15	Developing Creative Problem Solving Skills
15	Performance Management Process (PMP)
16-17	Facilitation Skills ●
17	Program Evaluation
18	Sexual Harassment & Discrimination In the Workplace
19	Personnel Law Video Festival
19	Workplace Energy
23	Effective Communication In Management
23-24	Systems Management ▲ (CPM Only)
24	Effective Stress Management
25	Developing Effective Negotiating Skills
25	World Trends
31	Performance Measurement

June

1	Awards and Recognitions
1	Effective Time Management Techniques
2	One Minute Manager
2	Writing Skills for Managers
5	Effective Stress Management
5-6	Challenges of Supervision
6	Performance Management Process (PMP)
7	Oklahoma Merit Protection Commission Appeals Process
7-8	Strategies for Improving Communication
8-9	Public Speaking & Effective Presentations ▲ (CPM Only)
9	Applied Leadership
9	Everyday Creativity
12	Administrative Law
13	Lateral Thinking for Supervisors
13-14	The Changing Workplace
14	Developing Creative Problem Solving Skills
14	Legislative Process
15	Managing Conflict
15-16	Skills for Effective Presentations
16	Violence In the Workplace
20	Conducting Effective Group Meetings
20	Motivating for Performance
21	World Trends
21-22	Ethics In Public Management
22	Change Management
23	Managing Diversity In the Workplace
23	Performance Management Process (PMP)

▲ **This workshop is for Certified Public Manager (CPM) Program candidates only. Participants must attend every day of this supervisory training to receive credit.**

- **Participants must have already previously completed the “Quality Oklahoma Processes” (or Quality PSP & QIP courses within the last 5 years) and the “Quality Tools” workshops to attend this workshop.**

REFERENCES:

OMPC: Oklahoma Merit Protection Commission
DPS: Department of Public Safety
EAP: Employee Assistance Program
OHC: Office of Handicapped Concerns
OPM: Office of Personnel Management
DCS: Department of Central Services

DHS: Department of Human Services
CPP: Certified Personnel Professional Program
CPM: Certified Public Manager Program
DRS: Department of Rehabilitation Services
OCCHD: Oklahoma City-County Health Department

Office of Personnel Management
Oklahoma City
Shepherd Mall (Office of Handicapped Concerns)
N.W. 23rd & Villa Avenue – Oklahoma City
Community Activity Center (formerly occupied by Furr’s Cafeteria)
(405) 521-3756

Spring 2006

March

15 Disability Awareness Workshop

May

11 Disability Awareness Workshop

31 Disability Awareness Workshop

Office of Personnel Management
Norman
Moore-Norman Technology Center
4701 12th Avenue N.W., Room A200
(405) 364-5763
HRDS Workshop Summary
Spring 2006

The room number for the HRDS workshops at the Moore-Norman Technology Center is Room A200.

March

- | | |
|----|------------------------------|
| 10 | Personnel Law Video Festival |
| 14 | Safety Management |
| 21 | Effective Stress Management |
| 28 | Progressive Discipline |

April

- | | |
|----|---------------------------|
| 14 | Violence In the Workplace |
| 21 | Delegation and Control |

May

- | | |
|----|-----------------------------|
| 12 | Writing Skills for Managers |
| 19 | Business Etiquette |

June

- | | |
|----|----------------------------------|
| 6 | Structured Interview Process |
| 23 | Personnel Policies and Practices |

Office of Personnel Management
Tulsa
Oklahoma State University (OSU) in Tulsa
700 North Greenwood
(Interstate 244 at the Cincinnati-Detroit Exit)
(918) 594-8000
HRDS Workshop Summary
Spring 2006

The room numbers for the OSU-Tulsa workshops vary. Please check the room number beside each workshop session name.

March

7	Effective Communication In Management	Room 258/North Hall
8	Lateral Thinking for Supervisors	Room 258/North Hall
9	One Minute Manager	Room 258/North Hall
10	Effective Stress Management	Room 258/North Hall
30	Personnel Policies and Practices	Room 258/North Hall

April

4-5	Challenges of Supervision	Room 258/North Hall
6	Applied Leadership	Room 258/North Hall
14	Business Etiquette	Room 258/North Hall

May

16-17	Ethics In Public Management	Room 258/North Hall
18	Effective Time Management Techniques	Room 258/North Hall
25	Performance Management Process (PMP)	Room 258/North Hall

June

5	Policy Analysis	Room 258/North Hall
13	Progressive Discipline	Room 258/North Hall
14	Managing a Multigenerational Workforce	Room 258/North Hall
15	Team Building	Room 258/North Hall
19	Emotional Intelligence	Room 258/North Hall