

*Office of Personnel Management*  
**Oklahoma City**  
**Tom Steed Center/Rose State College**  
**HRDS Workshop Summary**  
*Spring 2007*

***March***

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5	Performance Management Process (PMP)
6	Effective Stress Management
6	Managing a Multigenerational Workforce
6	Managing the Troubled Employee Through the EAP Process
7	Progressive Discipline
8	Effective Time Management Techniques
8	Motivating for Performance
9	Developing Creative Problem Solving Skills
13	Emotional Intelligence
14	Developing Effective Negotiating Skills
15-16	Challenges of Supervision
16	Business Etiquette
19	Applied Leadership
20	Sexual Harassment & Discrimination In the Workplace
21-22	The Changing Workplace
21-22	Ethics In Public Management
23	Business Etiquette
23	Violence In the Workplace
26	One Minute Manager
27	Managing Conflict
28	Structured Interview Process
29	How to Conduct On-the-Job Training
30	Legislative Process
30	Writing Skills for Managers

***April***

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2	Delegation and Control
2	Performance Management Process (PMP)
3	Administrative Law
3-4	Management 2000 (Phase I) ▲ (CPM Only)
3-4	Strategies for Improving Communication
5	Effective Communication In Management
9	World Trends
9-10	Management 2000 (Phase II) ▲ (CPM Only)
10-11	Quality Oklahoma Processes
12	Applied Leadership
12	Effective Stress Management
13	Advanced Creative Problem Solving
16	Developing Creative Problem Solving Skills
17	Progressive Discipline
17-18	Ethics In Public Management
18	Delegation and Control

## **April Continued**

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19	Managing Conflict
19	Sexual Harassment & Discrimination In the Workplace
20	Emotional Intelligence
20	Everyday Creativity
23	Managing Diversity In the Workplace
24	Conducting Effective Group Meetings
25	Team Building
26	How to Conduct On-the-Job Training
26-27	Challenges of Supervision
30	Performance Management Process (PMP)
30	Personnel Law Video Festival

## **May**

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1	Managing a Multigenerational Workforce
1	Safety Management $\Delta$
2	Applied Leadership
2	Motivating for Performance
3	Awards and Recognitions
3	Listening Skills for Managers
4	Gender Issues In Management
4	World Trends
7	Administrative Law
7	One Minute Manager
9	Emotional Intelligence
10	Developing Creative Problem Solving Skills
10	Progressive Discipline
11	Legislative Process
11	Violence In the Workplace
14	Change Management
14	Planning Skills for Managers
15	Developing Effective Negotiating Skills
15-16	Quality Tools ( <b>must have already taken Quality OK Processes</b> )
16	Program Evaluation
17	Business Etiquette
17	Effective Time Management Techniques
18	Everyday Creativity
18	Personnel Policies and Practices
18	Policy Analysis
21	Delegation and Control
21-22	Challenges of Supervision
22	Writing Skills for Managers
23	Effective Communication In Management
23	One Minute Manager
24	Managing Conflict
24	Performance Management Process (PMP)
30	World Trends
30-31	Systems Management $\blacktriangle$ (CPM Only)

## ***June***

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1	Lateral Thinking for Supervisors
1	Structured Interview Process
4	Performance Measurement
5	Managing a Multigenerational Workforce
5	Sexual Harassment & Discrimination In the Workplace
5-6	The Changing Workplace
6	Listening Skills for Managers
7	Effective Stress Management
7-8	Ethics In Public Management
7-8	Skills for Effective Presentations
8	Legislative Process
11	Managing Diversity In the Workplace
12	Motivating for Performance
13	Awards and Recognitions
13	Developing Effective Negotiating Skills
13-14	Strategies for Improving Communication
14	Conducting Effective Group Meetings
14-15	Public Speaking & Effective Presentations ▲ (CPM Only)
15	Gender Issues In Management
18	Performance Management Process (PMP)
19	Effective Time Management Techniques
19-20	Facilitation Skills ●
20-21	Challenges of Supervision
21	Team Building
22	Advanced Creative Problem Solving
22	Managing Conflict
22	Personnel Policies and Practices

**▲ 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.**

**△ Participants must be directly involved with safety and/or risk management activities as part of their present duties in their positions.**

### **REFERENCES:**

CPP: Certified Personnel Professional Program  
EAP: Employee Assistance Program  
CPM: Certified Public Manager Program

*Office of Personnel Management*  
**Oklahoma City**  
**Shepherd Mall (Office of Handicapped Concerns)**  
N.W. 23<sup>rd</sup> & Villa Avenue – Oklahoma City  
Community Activity Center (southeast end of Shepherd Mall)  
(405) 521-3756

*Spring 2007*

***March***

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26      Disability Awareness Workshop

***May***

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4      Disability Awareness Workshop

8      Disability Awareness Workshop

***June***

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4      Disability Awareness Workshop

*Office of Personnel Management*  
**Norman**  
**Moore-Norman Technology Center**  
4701 12<sup>th</sup> Avenue N.W., Room A200  
(405) 364-5763  
**HRDS Workshop Summary**  
*Spring 2007*

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

***March***

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13      Effective Stress Management

***April***

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27      Violence In the Workplace

***June***

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14      Business Etiquette

*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 2007*

*The room number for the OSU-Tulsa workshops is **Room 260** of the **North Hall**.*

***March***

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8	Managing a Multigenerational Workforce	Room 260/North Hall
20	Managing the Troubled Employee Through the EAP Process	Room 260/North Hall
27-28	Challenges of Supervision	<b>Room 110/North Hall</b>
29	Team Building	Room 260/North Hall

***April***

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13	Emotional Intelligence	Room 260/North Hall
24	Performance Management Process (PMP)	Room 260/North Hall

***May***

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1-2	Strategies for Improving Communication	Room 260/North Hall
3	Effective Communication In Management	Room 260/North Hall
8	Effective Time Management Techniques	Room 260/North Hall
9-10	Ethics In Public Management	Room 260/North Hall
30	Effective Stress Management	Room 260/North Hall

***June***

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1	Business Etiquette	Room 260/North Hall
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