

Office of Personnel Management
Oklahoma City
Tom Steed Center/Rose State College
HRDS Workshop Summary
Spring 2008

March

- 3 Personnel Policies and Practices
- 3 Progressive Discipline
- 4 Managing a Multigenerational Workforce
- 4 Motivating for Performance
- 5 Managing the Troubled Employee Thru the EAP Process
- 5-6 Challenges of Supervision
- 6 Performance Management Process (PMP)
- 7 Developing Creative Problem Solving Skills
- 7 How to Conduct On-the-Job Training
- 11 Developing Effective Negotiating Skills
- 11 Gender Issues In Management
- 12 Effective Communication In Management
- 12 Listening Skills for Managers
- 13 Delegation and Control
- 13 Emotional Intelligence
- 14 Change Management
- 17 Applied Leadership
- 17 Managing Conflict
- 18 Legislative Process
- 18 Writing Skills for Managers
- 18-19 Ethics In Public Management
- 19 One Minute Manager
- 20 Effective Stress Management
- 25 Awards and Recognitions
- 25 Structured Interview Process
- 26 World Trends
- 27 Conducting Effective Group Meetings
- 28 Advanced Creative Problem Solving
- 28 Violence In the Workplace

April

- 1 Performance Management Process (PMP)
- 1-2 Challenges of Supervision
- 2-3 Strategies for Improving Communication
- 4 Business Etiquette
- 7 Delegation and Control
- 8 Applied Leadership
- 9 Personnel Policies and Practices
- 9 World Trends
- 10 Effective Stress Management
- 11 Developing Creative Problem Solving Skills
- 14 Administrative Law

April Continued

- 15 Awards and Recognitions
- 15-16 Ethics In Public Management
- 16 Team Building
- 17 Sexual Harassment & Discrimination In the Workplace
- 18 Writing Skills for Managers
- 21 Managing Diversity In the Workplace
- 21 Progressive Discipline
- 22 Legislative Process
- 23 Managing a Multigenerational Workforce
- 24 Developing Effective Negotiating Skills
- 24-25 Skills for Effective Presentations ▲ (CPM Only)
- 25 Performance Management Process (PMP)
- 28 Effective Time Management Techniques
- 28 Employee Grievances and Appeals [NEW] ●
- 29 Emotional Intelligence
- 30 Structured Interview Process

May

- 1 Managing a Multigenerational Workforce
- 1 Motivating for Performance
- 2 Planning Skills for Managers
- 2 Violence In the Workplace
- 5 Managing Conflict
- 5-6 Challenges of Supervision
- 6 Business Etiquette
- 6 Everyday Creativity
- 7-8 Quality Oklahoma Processes
- 9 Advanced Creative Problem Solving
- 9 How to Conduct On-the-Job Training
- 9 Managing Diversity In the Workplace
- 13 Gender Issues In Management
- 13-14 The Changing Workplace
- 15 Performance Management Process (PMP)
- 16 Legislative Process
- 16 One Minute Manager
- 20 Developing Effective Negotiating Skills
- 20 Safety Management △
- 21 Sexual Harassment & Discrimination In the Workplace
- 21-22 Ethics In Public Management
- 28 Effective Time Management Techniques
- 28 Emotional Intelligence
- 29 Conducting Effective Group Meetings
- 29-30 Skills for Effective Presentations

June

- 3 Business Etiquette
- 3 Effective Stress Management
- 3-4 Systems Management ▲ (CPM Only)

June Continued

4	Managing Conflict
5	Performance Management Process (PMP)
6	Administrative Law
6	One Minute Manager
9	Employee Grievances and Appeals [NEW] ●
10	Controlling Budgets Thru Agency Risk Management: Overview △
10	Sexual Harassment & Discrimination In the Workplace
11	Team Building
11-12	Strategies for Improving Communication
12	Policy Analysis
13	Developing Creative Problem Solving Skills
16	Progressive Discipline
17	Motivating for Performance
17	World Trends
18	Applied Leadership
18	Effective Communication In Management
19	Everyday Creativity
19	Program Evaluation
19-20	Challenges of Supervision
20	Lateral Thinking for Supervisors
20	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.**

● **This workshop replaces the previously offered workshops entitled “Managing the Grievance Process” and “Oklahoma Merit Protection Commission Appeals Process”.**

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

REFERENCES:

OMPC: Oklahoma Merit Protection Commission
DPS: Department of Public Safety
EAP: Employee Assistance Program
ODC: Office of Disability 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

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

Spring 2008

March

25 Disability Awareness Workshop

April

10 Disability Awareness Workshop

22 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 2008

The room number for the HRDS workshops at the Moore-Norman Technology Center is Room A200. The only exception this semester is March 11. That room number will be H202.

March

Room H202, Health Education Building (*this date only*)

11 Managing the Troubled Employee thru the EAP Process

April

Room A200

18 Violence In the Workplace

May

Room A200

12 Effective Stress Management
16 Business Etiquette
19 Progressive Discipline

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 2008

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

April

8	Performance Management Process (PMP)	Room 263/North Hall
9	Effective Time Management Techniques	Room 263/North Hall

May

6	Team Building	Room 263/North Hall
7-8	Strategies for Improving Communication	Room 263/North Hall
15	Developing Creative Problem Solving Skills	Room 260/North Hall
21	Effective Communication In Management	Room 260/North Hall
28-29	Challenges of Supervision	Room 260/North Hall

June

5	Emotional Intelligence	Room 260/North Hall
9	Effective Stress Management	Room 260/North Hall

