

<b>Course Title – PeopleSoft Course Code</b>	<b>Oklahoma City— Tom Steed Center/Rose State College</b>	<b>Moore- Norman Tech Center</b>	<b>OSU- Tulsa</b>
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Administrative Law	HRD001	4/1	5/11	none	none	none	none
Advanced Creative Problem Solving	HRD002	3/25	5/19	none	none	none	none
Applied Leadership	HRD003	3/12	4/15	6/1	none	none	none
Awards and Recognitions	HRD004	4/7	6/18	none	none	none	none
Business Etiquette	HRD005	5/21	none	none	none	none	6/12
Challenges of Supervision	HRD006	3/18-19	4/29-30	6/9-10	none	none	5/12-13
Change Management	HRD007	4/23	6/15	none	none	none	none
Changing Workplace, The	HRD008	3/25-26	none	none	none	none	none
Customer Service: A Lost Art	HRD061	3/13	4/7	5/1	6/12	5/13	4/17
Delegation and Control	HRD011	3/13	6/9	none	none	none	none
Developing Creative Problem Solving Skills	HRD012	3/11	4/22	5/28	none	none	3/23
Developing Effective Negotiating Skills	HRD013	3/17	4/29	6/17	none	none	none
Disability Awareness (Office of Disability Concerns) ♦	HRD014	3/10	3/24	4/14	none	←all at Shepherd Mall	
Effective Communication In Management	HRD015	4/9	5/12	6/11	none	none	4/24
Effective Stress Management	HRD016	3/18	4/8	6/8	none	5/19	4/28
Effective Time Management Techniques	HRD017	3/11	5/29	none	none	none	4/6
Emotional Intelligence	HRD018	3/17	5/1	6/10	none	none	none
Employee Grievances and Appeals	HRD050	4/14	5/20	none	none	none	none
Ethics In Public Management	HRD019	3/11-12	4/20-21	6/16-17	none	none	none
Everyday Creativity	HRD020	3/10	5/21	none	none	none	none
Gender Issues In Management	HRD022	4/30	none	none	none	none	none
How to Conduct On-the-Job Training	HRD023	3/20	6/19	none	none	none	none
Lateral Thinking for Supervisors	HRD024	5/8	none	none	none	none	none
Legislative Process	HRD025	4/3	6/12	none	none	none	none
Managing a Multigenerational Workforce	HRD027	4/15	5/7	6/5	none	none	none
Managing Conflict	HRD028	3/18	4/16	6/2	none	none	none
Managing Diversity In the Workplace	HRD029	3/24	5/18	none	none	none	none
Managing the Troubled Employee through the EAP Process	HRD030	3/10	none	none	none	3/17	none
Motivating for Performance	HRD031	4/16	5/14	6/19	none	none	none
One Minute Manager	HRD032	3/23	5/27	6/15	none	none	none
Performance Management Process (PMP)	HRD033	3/12	4/3	4/21	5/13	6/18	3/30
Personnel Policies and Practices	HRD034	3/17	4/24	6/5	none	none	none
Policy Analysis	HRD036	5/19	none	none	none	none	none
Productive Meetings	HRD062	3/24	6/9	none	none	none	5/29
Program Evaluation	HRD037	5/20	none	none	none	none	none
Progressive Discipline	HRD038	5/8	6/3	none	none	none	none
Quality Oklahoma Processes	HRD039	4/1-2		none	none	none	none
Quality Tools	HRD040	<b>--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--</b>					
Risk Control [NEW] ®	HRD069	6/11	none	none	none	none	none
Risk Management : The Overview [NEW] ®	HRD068	5/15	none	none	none	none	none
Safety Management	HRD041	4/20	none	none	none	none	none
Say OK to Your Health (EBC Wellness Program)	HRD063	4/6	4/27	5/18	6/8	3/23	none
Sexual Harassment and Discrimination in the Workplace	HRD042	3/27	4/23	6/2	none	none	none
Skills for Effective Presentations	HRD043	6/3-4		none	none	none	3/19-20
Strategies for Improving Communication	HRD044	4/8-9	5/12-13	none	none	none	6/2-3
Structured Interview Process	HRD045	3/31	4/28	none	none	none	none
Team Building	HRD046	3/31	5/6	none	none	none	4/20
Violence In the Workplace	HRD047	3/27	5/29	none	none	4/17	6/5
Writing Skills for Managers	HRD049	3/13	6/16	none	none	none	none

♦ The “Disability Awareness” workshop is taught by the Office of Disability Concerns at Shepherd Mall’s Community Activity Center at N.W. 23<sup>rd</sup> Street & Villa in Oklahoma City.

® Participants must be directly involved with risk management activities in their agency in order to attend this workshop. The Risk Management: The Overview workshop replaces the workshop entitled Controlling Budgets Through Agency Risk Management: An Overview.

**PLEASE NOTE:** The following workshops will not be offered this semester: **Conducting Effective Group Meetings, Facilitation Skills, Listening Skills for Managers** and **Quality Tools**. Other previous workshops not listed on this page will no longer be offered.