

# Training and Development Spring 2015 Workshop Summary

**HCM Training Center  
Jim Thorpe Building Basement  
2101 North Lincoln Blvd. – Oklahoma City, Oklahoma**

## March

11	Nutrition in Action <b>[FEE-BASED] \$</b>	Large classroom
12	Administering the Structured Interview	Large classroom
13	Everyday Creativity	Large classroom
13	Awards and Recognitions	Small classroom
16	Effective Stress Management	Large classroom
17	Boot Camp for New Managers <i>(2-Day)</i>	Large classroom
19	Principles of Financial & Retirement Planning (OPERS)	Large classroom
20	Developing Creative Problem Solving Skills	Large classroom
23	Coping with Change	Large classroom
24	Leading Employees Through Change	Large classroom
25	Performance Management Process (PMP)	Large classroom
25	Disability Awareness	Small classroom
26	Project Management	Large classroom
27	Customer Service: A Lost Art	Large classroom
30	Spectrum Temperament Development <b>[FEE-BASED] \$</b>	Large classroom

## April

1	Administrative Law	Large classroom
7	Powerful Coaching for Performance Excellence <i>(2-day)</i>	Large classroom
9	Performance Management Process (PMP)	Large classroom
10	Cultural Competency	Large classroom
13	Powerful Communication Through Powerful Words <i>(2-Day)</i>	Large classroom
15	Interviewing: Put Your Best Self Forward	Large classroom
16	Developing Effective Negotiating Skills	Large classroom
17	Customer Service: A Lost Art	Large classroom
20	Effective Stress Management	Large classroom
21	Performance Management Process (PMP)	Large classroom
22	Understanding Behavior and Emergency Response <i>(2-Day)</i> ▲	Large classroom
23	Principles of Financial & Retirement Planning (OPERS)	Small classroom
24	Working in a Multigenerational Workforce	Large classroom
27	Progressive Discipline	Large classroom
28	Time Management Skills	Large classroom
29	Spectrum Temperament Development	Large classroom
30	Project Management	Large classroom

**HCM Training Center (continued)**  
**Jim Thorpe Building Basement**  
**2101 North Lincoln Blvd. Oklahoma City, Ok 73101**

**May**

1	Personnel Policies and Practices	Large classroom
4	One Minute Manager	Large classroom
5	Coping with Change	Large classroom
6	Administering the Structured Interview	Large classroom
14	Leading Employees Through Change	Large classroom
15	How to Investigate Incidents	Small classroom
19	Five Choices to Extraordinary Productivity (2-day) <b>[FEE-BASED] \$</b>	Large classroom
21	Performance Management Process (PMP)	Large classroom
26	Customer Service: A Lost Art	Large classroom
27	Policy Analysis	Large classroom
28	Principles of Financial & Retirement Planning (OPERS)	Large classroom
29	Motivating for Performance	Large classroom

**June**

2	Powerful Teams: Effective Team Leadership (2-Day)	Large classroom
4	Progressive Discipline	Large classroom
5	Developing Creative Problem Solving Skills	Large classroom
5	Grievances and Appeals	Small classroom
8	Developing Effective Negotiating Skills	Large classroom
9	Seven Habits of Highly Effective People (3-Day) <b>[FEE-BASED] \$</b>	Large classroom
11	Time Management Skills	Large classroom
12	Legislative Processes	Large classroom
16	Managing Conflict	Large classroom
17	Power of Positive Reinforcement	Large classroom
18	Powerful Emotions: Personality Styles and Emotions (2-Day)	Large classroom
24	Interviewing: Put Your Best Self Forward	Large classroom
25	Working in a Multigenerational Workforce	Large classroom

This workshop is **FEE-BASED**. Your agency will need to send a purchase order for each fee to OMES, attention Agency Business Services Division, 3812 North Santa Fe, Suite 290, Oklahoma City, OK 73118. The fee for the 3-day **Seven Habits of Highly Effective People: Signature** workshop is \$250.00 per person. The fee for the 2-day **Five Choices of Extraordinary Productivity** workshop is \$175.00 per person.

The **Nutrition In Action** workshop is also FEE-BASED. The cost to attend this training is \$20.00 per person. For more information and to pay, contact Cassandra Bachrach, OK Wellness Coordinator, at (405) 522-1196 or at [cassandra.bachrach@omes.ok.gov](mailto:cassandra.bachrach@omes.ok.gov).

**Rose State College**  
**Tom Steed Center**  
6420 SE 15th St. Midwest City, OK 73110

**March**

- 13 Violence In the Workplace
- 25 Business Etiquette: Positively Professional
- 26 Customer Service: A Lost Art
- 27 Exercise and Fitness

**April**

- 7 Effective Communication Skills
- 10 It's All About You: Branding for a Confident You
- 13 Ethics In Public Management (*2-Day*)
- 17 Violence In the Workplace
- 24 Effective Communication Skills
- 27 Program Evaluation

**May**

- 5 Productive Meetings for Better Results
- 15 Business Writing Skills
- 20 Exercise and Fitness

**June**

- 10 Presentation Skills (*2-day*)
- 12 Personnel Policies and Practices

**Oklahoma State University—Tulsa**  
**North Hall Building**  
700 North Greenwood Ave. Tulsa, OK 74106

**March**

10	Performance Management Process (PMP)	Room 119
25	Administrative Law	Room 110

**April**

1	Motivating for Performance	Room 110
7	Policy Analysis	Room 110
8	Coping with Change	Room 110
9	Disability Awareness	Room 110
10	How to Investigate Incidents	Room 110
15	Awards and Recognitions	Room 110
21	Developing Effective Negotiating Skills	Room 110
28	Leading Employees Through Change	Room 110
30	Customer Service: A Lost Art	Room 110

**May**

4	Developing Creative Problem Solving Skills	Room 119
6	Cultural Competency	Room 119
13	Managing Conflict	Room 119
14	Exercise and Fitness	Room 119
15	Effective Stress Management	Room 119
19	Effective Communication Skills	Room 119
21	Everyday Creativity	Room 119

**June**

3	Understanding Behavior and Emergency Response (2-Day)	Room 119
16	Customer Service: A Lost Art	Room 119
17	Performance Management Process (PMP)	Room 119
18	Principles of Financial & Retirement Planning (OPERS)	Room 119
23	Productive Meetings for Better Results	Room 119

**NOTE:** Classrooms are subject to change. Be sure to check with the North Hall staff upon arriving for the class.