

Human Capital Management
Office of Management & Enterprise Services
Spring 2015 Training & Development Workshops
Activity Code Listing

Please select the **Activity Code** (far left column) for each catalog item activity when enrolling your employees in Training & Development workshops through the CORE ELM System. This will save you time by not having to search for each catalog item (workshop title) and activity (session date).

Activity Code	Catalog Item	Date
16466	HRD033 Performance Management Process	3/10/2015
16464	HRD110 Nutrition In Action (OK Wellness)	3/11/2015
16410	HRD116 Administering the Structured Interview	3/12/2015
16414	HRD004 Awards and Recognitions	3/13/2015
16630	HRD047 Violence in the Workplace	3/13/2015
16445	HRD020 Everyday Creativity	3/13/2015
16442	HRD016 Effective Stress Management	3/16/2015
16416	HRD099 Boot Camp for New Managers and Supervisors	3/17/2015
16484	HRD088 Principles of Financial & Retirement Planning	3/19/2015
16424	HRD012 Developing Creative Problem Solving Skills	3/20/2015
16419	HRD120 Coping With Change	3/23/2015
16456	HRD115 Leading Employees Through Change	3/24/2015
16467	HRD033 Performance Management Process	3/25/2015
16437	HRD014 Disability Awareness	3/25/2015
16417	HRD005 Business Etiquette: Positively Professional	3/25/2015
16412	HRD001 Administrative Law	3/25/2015
16493	HRD073 Project Management	3/26/2015
16428	HRD061 Customer Service: A Lost Art	3/26/2015
16429	HRD061 Customer Service: A Lost Art	3/27/2015
16447	HRD114 Exercise and Fitness: Understanding Exercise	3/27/2015
16496	HRD091 SPECTRUM Development Training	3/30/2015
16462	HRD031 Motivating for Performance	4/1/2015
16413	HRD001 Administrative Law	4/1/2015
16477	HRD036 Policy Analysis	4/7/2015
16439	HRD119 Effective Communication Skills	4/7/2015
16480	HRD124 Powerful Coaching for Performance Excellence	4/7/2015
16420	HRD120 Coping With Change	4/8/2015
16438	HRD014 Disability Awareness	4/9/2015
16468	HRD033 Performance Management Process	4/9/2015
16426	HRD075 Cultural Competency	4/10/2015
16451	HRD107 How to Investigate Incidents	4/10/2015
16455	HRD100 It's All About You: Branding for a Confident You	4/10/2015
16481	HRD092 Powerful Communication Thru Powerful Words (Say It Right the First Time)	4/13/2015
16641	HRD019 Ethics In Public Management	4/13/2015
16453	HRD111 Interviewing: Put Your Best Self Forward	4/15/2015
16415	HRD004 Awards and Recognitions	4/15/2015
16434	HRD013 Developing Effective Negotiating Skills	4/16/2015
16430	HRD061 Customer Service: A Lost Art	4/17/2015
16504	HRD047 Violence in the Workplace	4/17/2015
16443	HRD016 Effective Stress Management	4/20/2015
16470	HRD033 Performance Management Process	4/21/2015
16435	HRD013 Developing Effective Negotiating Skills	4/21/2015
16501	HRD108 Understanding Behavior and Emergency Response	4/22/2015
16485	HRD088 Principles of Financial & Retirement Planning	4/23/2015
16505	HRD122 Working In a Multigenerational Workforce	4/24/2015
16440	HRD119 Effective Communication Skills	4/24/2015
16491	HRD038 Progressive Discipline	4/27/2015
16490	HRD037 Program Evaluation	4/27/2015
16457	HRD115 Leading Employees Through Change	4/28/2015

16499	HRD121 Time Management Skills	4/28/2015
16497	HRD091 SPECTRUM Development Training	4/29/2015
16494	HRD073 Project Management	4/30/2015
16431	HRD061 Customer Service: A Lost Art	4/30/2015
16474	HRD034 Personnel Policies and Practices	5/1/2015
16423	HRD012 Developing Creative Problem Solving Skills	5/4/2015
16465	HRD032 One Minute Manager	5/4/2015
16422	HRD120 Coping With Change	5/5/2015
16634	HRD123 Productive Meetings for Better Results	5/5/2015
16427	HRD075 Cultural Competency	5/6/2015
16411	HRD116 Administering the Structured Interview	5/6/2015
16460	HRD028 Managing Conflict	5/13/2015
16449	HRD114 Exercise and Fitness: Understanding Exercise	5/14/2015
16458	HRD115 Leading Employees Through Change	5/14/2015
16452	HRD107 How to Investigate Incidents	5/15/2015
16444	HRD016 Effective Stress Management	5/15/2015
16418	HRD117 Business Writing Skills	5/15/2015
16498	HRD106 Five Choices of Extraordinary Productivity	5/19/2015
16441	HRD119 Effective Communication Skills	5/19/2015
16636	HRD114 Exercise and Fitness: Understanding Exercise	5/20/2015
16471	HRD033 Performance Management Process	5/21/2015
16446	HRD020 Everyday Creativity	5/21/2015
16432	HRD061 Customer Service: A Lost Art	5/26/2015
16478	HRD036 Policy Analysis	5/27/2015
16486	HRD088 Principles of Financial & Retirement Planning	5/28/2015
16463	HRD031 Motivating for Performance	5/29/2015
16483	HRD094 Powerful Teams: Effective Team Leadership	6/2/2015
16502	HRD108 Understanding Behavior and Emergency Response	6/3/2015
16492	HRD038 Progressive Discipline	6/4/2015
16450	HRD050 Employee Grievances & Appeals	6/5/2015
16425	HRD012 Developing Creative Problem Solving Skills	6/5/2015
16436	HRD013 Developing Effective Negotiating Skills	6/8/2015
16495	HRD052 Seven Habits of Highly Effective People: Signature	6/9/2015
16643	HRD118 Presentation Skills	6/10/2015
16500	HRD121 Time Management Skills	6/11/2015
16475	HRD034 Personnel Policies and Practices	6/12/2015
16459	HRD025 Legislative Process	6/12/2015
16433	HRD061 Customer Service: A Lost Art	6/16/2015
16461	HRD028 Managing Conflict	6/16/2015
16472	HRD033 Performance Management Process	6/17/2015
16479	HRD079 Power of Positive Reinforcement	6/17/2015
16487	HRD088 Principles of Financial & Retirement Planning	6/18/2015
16482	HRD093 Powerful Emotions: Dealing with Personality Styles and Emotions	6/18/2015
16489	HRD123 Productive Meetings for Better Results	6/23/2015
16454	HRD111 Interviewing: Put Your Best Self Forward	6/24/2015
16506	HRD122 Working In a Multigenerational Workforce	6/25/2015