

HCM Training and Development Spring 2018 Workshop Schedule

There are no fee-based classes offered this semester. Please note that all courses will now begin at 9:00 a.m.

NOTE: Numbers listed beneath each class date are the ELM Activity Codes needed to locate the course in the ELM system.

Course Title	Jim Thorpe Building Basement			OSU-Tulsa	
	Training Room A				
Administering the Structured Interview	3/30 29441				
Business Writing Skills	3/13 29423				
Coping with Change	4/5 29443	6/13 29432			
Creative Problem Solving Skills	3/23 29433				
Critical Thinking for Critical Decisions	6/7-6/8 29420				
Customer Service: A Lost Art	3/8 29417	3/27 29439	5/4 29498		
Discover the Leader in You	6/12 29430				
Effective Communication Skills	4/6 29444	5/10 29502			
Employee Grievances and Appeals	3/12 29422				
Ethics In Public Management (2-Day)	4/16-4/17 29450				
Everyday Creativity	4/9 29446				
Influencing Employee Engagement (2-Day)	3/28-3/29 29440				
Leading Employees Through Change	4/19 29492				
Legislative Processes and Policy Analysis (2-day)	4/30-5/1 29504				
Managing Conflict	5/11 29503				
Negotiating for Success	4/13 29448	5/7 29500			
Performance Management Process (PMP)	3/7 29413	5/21 29408	5/23 29409	4/4 29467	5/9 29468
Powerful Emotions: Personality Styles and Emotions (2-Day)	3/19-3/20 29429				
Principles of Financial & Retirement Planning (OPERS)	3/26 29438	4/24 29495	5/30 29412	4/13 29449	

		Jim Thorpe Building Basement					
<i>Course Title</i>	<i>Training Room A</i>				<i>OSU-Tulsa</i>		
Productive Meetings for Better Results	6/11 29425						
Progressive Discipline	4/10 29447	6/14 29435					
Project Management	4/18 29491	5/2 29497					
Time Management Skills	4/27 29496	5/24 29410					

Offered by OMES Risk Management:

Defensive Driver Course	3/22 29427				6/5 29418	
How to Investigate Incidents	3/9 29419				5/4 29499	
Lowering Costs by Reducing On-the-Job Injuries	4/20 29493					
Understanding Behavior and Emergency Response (2-Day)	3/14-3/15 29426				6/13-6/14 29434	
What is Risk Management?	5/18 29407					
When an Incident Happens: How Should it Be Reported?	6/1 29416				4/6 29445	

Offered by Office of Disability Awareness:

Disability Awareness	5/25 29411	5/31 29414			6/11 29415	
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Offered by OMES Thrive:

Effective Stress Management	3/16 29428	4/23 29494			6/15 29436	
Navigating Life and Work	5/8 29501				6/15 29437	

Supplemental Schedule next page

HCM Training and Development Spring 2018 Supplemental Schedule

NOTE: Numbers listed beneath each class date are the ELM Activity Codes needed to locate the course in the ELM system.

		Jim Thorpe Building Basement		
Course Title	Training Room A			
Discover the Leader in You	6/27			
	31253			
Effective Communication Skills	6/19			
	31239			
Managing Conflict	6/5	6/6		
	31226	31227		
Performance Management Process (PMP)	6/22			
	31256			
Principles of Financial and Retirement Planning (OPERS)	6/26			
	31261			
Productive Meetings for Better Results	6/20			
	31248			
Progressive Discipline	6/18			
	31260			