

Course Title – Course Code	Oklahoma City— Tom Steed Center/Rose State College	Moore- Norman Tech Center	OSU- Tulsa				
Administrative Law	M059	11/7	none	none	none	11/21	none
Advanced Creative Problem Solving	M129	10/7	11/4	none	none	none	none
Applied Leadership	M073	10/17	11/16	none	none	none	10/6
Awards and Recognitions	Q112	9/15	none	none	none	none	10/7
Business Etiquette	Q434	9/30	10/14	none	none	11/18	none
Challenges of Supervision	M001	9/15-16	10/27-28	12/8-9	none	none	none
Change Management	M306	9/22	11/22	none	none	none	none
Changing Workplace, The	M134	11/29-30	none	none	none	none	none
Conducting Effective Group Meetings	M031	10/25	12/15	none	none	none	none
Delegation and Control	M004	9/29	12/14	none	none	none	none
Developing Creative Problem Solving Skills	M029	9/19	10/25	11/21	12/16	none	none
Developing Effective Negotiating Skills	M021	9/13	11/15	12/13	none	none	10/18
Disability Awareness (Office of Handicapped Concerns) ♦	X105	9/28	10/18	10/27	none	none	none
Effective Communication In Management	M005	9/27	10/19	none	none	none	none
Effective Stress Management	M006	10/11	11/8	none	none	9/30 12/5	9/20
Effective Time Management Techniques	M027	9/22	10/20	11/17	12/8	none	none
Ethics In Public Management	M064	10/11-12	11/8-9	12/7-8	none	none	none
Everyday Creativity	M109	9/16	10/21	11/18	none	none	none
Facilitation Skills (2-DAY—this course has prerequisites) ●	Q432	== THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER ==					
Gender Issues In Management	M225	9/12	12/2	none	none	none	none
How to Conduct On-the-Job Training	M010	9/28	11/16	none	none	none	11/8
Lateral Thinking for Supervisors	M222	9/30	10/28	none	none	none	none
Legislative Process	M060	12/12	none	none	none	9/19	10/3
Listening Skills for Managers	M110	10/3	none	none	none	none	none
Managing Conflict	M002	9/29	10/18	11/17	none	none	11/9
Managing Diversity In the Workplace	M425	9/26	none	none	none	12/12	none
Managing the Grievance Process	M012	9/13	none	none	none	none	none
Managing the Troubled Employee through the EAP Process	M078	none	none	none	none	10/3	none
Motivating for Performance	M309	10/11	12/1	none	none	none	11/2
Oklahoma Merit Protection Commission Appeals Process	M033	10/19	none	none	none	none	none
One Minute Manager	M043	10/13	11/17	12/6	none	none	none
Performance Management Process (PMP)	M212	9/14	10/4	12/15	none	11/7	10/13
Performance Measurement	M205	11/22	none	none	none	none	none
Personnel Law Video Festival	M227	10/7	11/4	none	none	none	none
Personnel Policies and Practices	M120	10/14	11/18	12/16	none	none	none
Planning Skills for Managers	M076	10/19	none	none	none	none	none
Policy Analysis	M075	10/13	12/1	none	none	none	none
Program Evaluation	M074	12/6	none	none	none	none	none
Progressive Discipline	M003	11/1	none	none	none	10/12	9/21
Quality Oklahoma Processes	Q426	11/29-30	none	none	none	none	none
Quality Tools	Q430	12/14-15	none	none	none	none	none
Safety Management	M053	9/20	11/15	none	none	none	none
Sexual Harassment and Discrimination in the Workplace	M077	10/4	11/3	12/2	none	none	none
Strategies for Improving Communication	M114	11/2-3	12/13-14	none	none	none	none
Structured Interview Process	M218	9/29	10/26	12/7	none	none	none
Team Building	M312	10/12	12/12	none	none	none	none
Violence In the Workplace	M421	9/15	10/20	11/18	none	none	none
Workplace Energy	M224	11/3	12/6	none	none	none	none
World Trends	M118	10/10	11/1	none	none	none	none
Writing Skills for Managers	M302	10/21	12/1	none	none	none	11/4

- ♦ The “Disability Awareness” workshop is taught by the Office of Handicapped Concerns at Shepherd Mall’s Community Activity Center at N.W. 23<sup>rd</sup> Street & Villa in OKC.
- You must have taken the “Quality Oklahoma Processes” (or Quality PSP/QIP workshops within the last 5 years) and “Quality Tools” workshops before you can take this workshop.