

Course Title – ORACLE PeopleSoft Course Code	Training & Development Spring 2012 Workshop Schedule
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Course Title – ORACLE ELM PeopleSoft Course Code		TOM STEED CENTER/ ROSE STATE COLLEGE (Interstate 40 at the Hudiburg Exit – Midwest City, OK)				OPM TRAINING CENTER/ JIM THORPE BLDG. BASEMENT (2101 North Lincoln Blvd. – Oklahoma City, OK)	
Administrative Law	HRD001	3/8				5/14	
Advanced Creative Problem Solving	HRD002	3/14					
Applied Leadership	HRD003					4/24	6/4
Awards and Recognitions	HRD004	5/17					
Business Etiquette	HRD005	3/15					
Challenges of Supervision (2-Day)	HRD006	3/27-28	6/13-14				
Change Management	HRD007	5/23					
Coaching and Mentoring	HRD074	4/19					
Cultural Competency	HRD075	6/15				4/23	
Customer Service: A Lost Art	HRD061	3/22	5/11			6/12	
Delegation and Control	HRD011	4/5	6/13				
Developing Creative Problem Solving Skills	HRD012	3/6					
Developing Effective Negotiating Skills	HRD013	5/31				4/18	
Disability Awareness	HRD014	3/23				4/11	
Effective Communication In Management	HRD015	3/16	4/13				
Effective Stress Management	HRD016	3/7	3/20	5/8	6/1		
Effective Time Management Techniques	HRD017	3/9	5/9				
Emotional Intelligence	HRD018	3/14	5/3				
Employee Grievances and Appeals	HRD050	3/23					
Ethics In Public Management (2-Day)	HRD019					4/9-10	
Everyday Creativity	HRD020	5/25					
Facilitation Skills ★	HRD021	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--					
Gender Issues In Management	HRD022	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--					
How to Conduct On-the-Job Training	HRD023	4/27					
Lateral Thinking for Supervisors	HRD024					4/13	
Leadership: Keys to Effectiveness	HRD077	5/9				4/12	
Legislative Process	HRD025					6/8	
Managing a Multigenerational Workforce	HRD027	3/27				4/19	5/4
Managing Conflict	HRD028	3/6				4/17	6/5
Managing the Troubled Employee through the EAP Process	HRD030	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--					
Mediation Skills for Personnel Supervisors (2-Day) ◆	HRD059					5/16-17	
Motivating for Performance	HRD031	3/26				5/30	
One Minute Manager	HRD032	3/30					
Performance Management Process (PMP)	HRD033	3/21				5/15	6/11
Personnel Policies and Practices	HRD034	3/22	5/22	6/11			
Policy Analysis	HRD036					4/16	
Power of Positive Reinforcement	HRD079	3/13				6/7	
Principles of Financial & Retirement Planning ▲	HRD088	3/28	5/24			4/25	
Productive Meetings	HRD062	3/20					
Program Evaluation	HRD037	5/16					
Progressive Discipline	HRD038	3/15	5/10			4/20	6/15
Project Management	HRD073	3/29				6/6	
Risk Control ®	HRD069					5/3	
Risk Management : The Overview ®	HRD068	3/29					
Safety Management	HRD041	6/5					
Say OK to Your Health (EBC Wellness Program)	HRD063	3/9	4/13			5/25	
Seven Habits of Highly Effective People: Signature (3-Day) [FEE-BASED] \$	HRD052					5/22-24	
Sexual Harassment and Discrimination in the Workplace	HRD042					4/2	5/21
Skills for Effective Presentations (2-Day)	HRD043					5/31-6/1	

PLEASE SEE REVERSE SIDE FOR MORE WORKSHOPS AND LOCATIONS

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Strategies for Improving Communication (2-Day)	HRD044					4/3-4	6/13-14
Structured Interview Process	HRD045	3/5				4/30	
Team Building	HRD046	4/5				4/26	
Tools and Processes for Problem Solving and Continuous Improvement (2-Day) ★	HRD081	6/6-7					
Violence In the Workplace	HRD047	3/16				5/18	
Winning the Workplace Challenge	HRD078	--THIS WORKSHOP WILL NOT BE OFFERED THIS SEMESTER--					
Writing Skills for Managers	HRD049	3/8	6/12				

OKLAHOMA STATE UNIVERSITY IN TULSA (Interstate 244 at the Cincinnati/Detroit Exit/700 North Greenwood – Tulsa, Oklahoma)							
Business Etiquette	HRD005	5/18		Room 110, North Hall			
Challenges of Supervision (2-Day)	HRD006	4/26-27		Room 110, North Hall			
Coaching and Mentoring	HRD074	6/13		Room 110, North Hall			
Customer Service: A Lost Art	HRD061	4/16		Room 110, North Hall			
Developing Creative Problem Solving Skills	HRD012	5/16		Room 110, North Hall			
Disability Awareness	HRD014	5/4		Room 110, North Hall			
Effective Communication In Management	HRD015	5/31		Room 110, North Hall			
Effective Stress Management	HRD016	4/10		Room 110, North Hall			
Effective Time Management Techniques	HRD017	6/6		Room 117, North Hall			
Performance Management Process (PMP)	HRD033	4/11		Room 110, North Hall			
Productive Meetings	HRD062	6/8		Room 110, North Hall			
Strategies for Improving Communication (2-Day)	HRD044	5/10-11		Room 110, North Hall			
Team Building	HRD046	6/5		Room 117, North Hall			

- Participants must be directly involved with risk management activities within their agency in order to attend these workshops. The
- Ⓜ **Risk Management: The Overview** workshop replaces the workshop entitled **Controlling Budgets Through Agency Risk Management: An Overview**.
 - ★ Participants must have already taken both the **Quality Oklahoma Processes** and **Quality Tools** workshops, or the **Tools and Processes for Problem Solving and Continuing Improvement** workshop, before they can attend the **Facilitation Skills** workshop.
 - ◆ For graduates of the Certified Public Manager® (CPM) Program, the Certified Personnel Professional (CPP) Program, or individuals who handle grievance matters in an agency only. **This is a 2-day workshop.**
 - ⌘ This workshop is **FEE-BASED**. Your agency will need to send a purchase order for each fee to OPM, attention Financial Management Services Department. The fee for the 3-day **Seven Habits of Highly Effective People: Signature** workshop is \$250.00 per person.
 - ▲ This is a workshop offered by the **Oklahoma Public Employees Retirement System**. It is a 1-day (6-hour) workshop.

PLEASE NOTE: The following workshops will no longer be offered through the OPM/HRDS training schedule: **Listening Skills for Managers, Managing Diversity In the Workplace, Quality Oklahoma Processes, and Quality Tools**. Much of the information from those workshops has been incorporated into other or new workshop titles.