

**Human Capital Management
Office of Management & Enterprise Services
Fall 2014 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).

Some of these dates are not for the general state agency public. Some are only for another division of our agency exclusively. Please consult your workshop grid and summary when selecting an activity. Any activity on this list not also listed on your spring grid or summary does not apply to you. Thank you.

<u>Activity Code</u>	<u>Activity Status</u>	<u>Catalog Item</u>	<u>Delivery Method</u>	<u>Start Date</u>
14423	Active	HRD001 Administrative Law	Classroom	09/23/2014
14424	Active	HRD001 Administrative Law	Classroom	10/07/2014
14425	Active	HRD004 Awards and Recognitions	Classroom	09/16/2014
14426	Active	HRD004 Awards and Recognitions	Classroom	12/16/2014
14428	Active	HRD005 Business Etiquette: Positively Professional	Classroom	11/21/2014
14440	Active	HRD012 Developing Creative Problem Solving Skills	Classroom	09/29/2014
14441	Active	HRD012 Developing Creative Problem Solving Skills	Classroom	11/14/2014
14442	Active	HRD013 Developing Effective Negotiating Skills	Classroom	10/14/2014
14443	Active	HRD013 Developing Effective Negotiating Skills	Classroom	10/21/2014
14444	Active	HRD013 Developing Effective Negotiating Skills	Classroom	12/09/2014
14445	Active	HRD014 Disability Awareness	Classroom	09/15/2014
14446	Active	HRD014 Disability Awareness	Classroom	10/13/2014
14450	Active	HRD016 Effective Stress Management	Classroom	09/11/2014
14451	Active	HRD016 Effective Stress Management	Classroom	11/07/2014
14452	Active	HRD016 Effective Stress Management	Classroom	12/17/2014
14454	Active	HRD019 Ethics In Public Management	Classroom	10/20/2014
14457	Active	HRD020 Everyday Creativity	Classroom	09/22/2014
14458	Active	HRD020 Everyday Creativity	Classroom	10/01/2014
14469	Active	HRD025 Legislative Process	Classroom	10/24/2014
14470	Active	HRD025 Legislative Process	Classroom	12/12/2014
14471	Active	HRD028 Managing Conflict	Classroom	10/29/2014
14472	Active	HRD028 Managing Conflict	Classroom	11/10/2014
14473	Active	HRD031 Motivating for Performance	Classroom	11/12/2014
14474	Active	HRD031 Motivating for Performance	Classroom	11/19/2014
14476	Active	HRD032 One Minute Manager	Classroom	10/07/2014
14477	Active	HRD033 Performance Management Process	Classroom	10/29/2014
14478	Active	HRD033 Performance Management Process	Classroom	11/18/2014
14479	Active	HRD033 Performance Management Process	Classroom	11/25/2014
14480	Active	HRD033 Performance Management Process	Classroom	12/03/2014
14481	Active	HRD033 Performance Management Process	Classroom	12/11/2014
14482	Active	HRD034 Personnel Policies and Practices	Classroom	10/15/2014
14483	Active	HRD034 Personnel Policies and Practices	Classroom	10/24/2014
14484	Active	HRD036 Policy Analysis	Classroom	11/13/2014
14485	Active	HRD036 Policy Analysis	Classroom	12/03/2014

14499	Active	HRD037 Program Evaluation	Classroom	10/16/2014
14500	Active	HRD037 Program Evaluation	Classroom	12/16/2014
14501	Active	HRD038 Progressive Discipline	Classroom	09/11/2014
14502	Active	HRD038 Progressive Discipline	Classroom	11/19/2014
14511	Active	HRD047 Violence in the Workplace	Classroom	10/10/2014
14512	Active	HRD047 Violence in the Workplace	Classroom	12/12/2014
14453	Active	HRD050 Employee Grievances & Appeals	Classroom	09/18/2014
14505	Active	HRD052 Seven Habits of Highly Effective People: Signature	Classroom	10/21/2014
14435	Active	HRD061 Customer Service: A Lost Art	Classroom	09/12/2014
14436	Active	HRD061 Customer Service: A Lost Art	Classroom	09/23/2014
14437	Active	HRD061 Customer Service: A Lost Art	Classroom	10/03/2014
14438	Active	HRD061 Customer Service: A Lost Art	Classroom	11/21/2014
14439	Active	HRD061 Customer Service: A Lost Art	Classroom	12/04/2014
14503	Active	HRD073 Project Management	Classroom	10/02/2014
14504	Active	HRD073 Project Management	Classroom	11/06/2014
14434	Active	HRD075 Cultural Competency	Classroom	12/17/2014
14486	Active	HRD079 Power of Positive Reinforcement	Classroom	12/09/2014
14493	Active	HRD088 Principles of Financial & Retirement Planning	Classroom	09/30/2014
14494	Active	HRD088 Principles of Financial & Retirement Planning	Classroom	10/30/2014
14495	Active	HRD088 Principles of Financial & Retirement Planning	Classroom	11/05/2014
14496	Active	HRD088 Principles of Financial & Retirement Planning	Classroom	12/03/2014
14506	Active	HRD091 SPECTRUM Development Training	Classroom	11/05/2014
14488	Active	HRD092 Powerful Communication Thru Powerful Words (Say It Right the First Time)	Classroom	10/09/2014
14489	Active	HRD093 Powerful Emotions: Dealing with Personality Styles and Emotions	Classroom	12/01/2014
14490	Active	HRD094 Powerful Teams: Effective Team Leadership	Classroom	11/24/2014
14427	Active	HRD099 Boot Camp for New Managers and Supervisors	Classroom	09/24/2014
14465	Active	HRD100 It's All About You: Branding for a Confident You	Classroom	11/14/2014
14460	Active	HRD106 Five Choices of Extraordinary Productivity	Classroom	10/27/2014
14461	Active	HRD107 How to Investigate Incidents	Classroom	09/19/2014
14462	Active	HRD107 How to Investigate Incidents	Classroom	10/17/2014
14509	Active	HRD108 Understanding Behavior and Emergency Response	Classroom	10/08/2014
14510	Active	HRD108 Understanding Behavior and Emergency Response	Classroom	11/19/2014
14475	Active	HRD110 Nutrition In Action (OK Wellness)	Classroom	12/10/2014
14463	Active	HRD111 Interviewing: Put Your Best Self Forward	Classroom	09/17/2014
14464	Active	HRD111 Interviewing: Put Your Best Self Forward	Classroom	11/12/2014
14459	Active	HRD114 Exercise and Fitness: Understanding Exercise	Classroom	11/14/2014
14466	Active	HRD115 Leading Employees Through Change	Classroom	11/18/2014
14467	Active	HRD115 Leading Employees Through Change	Classroom	12/02/2014
14468	Active	HRD115 Leading Employees Through Change	Classroom	12/05/2014
14421	Active	HRD116 Administering the Structured Interview	Classroom	10/08/2014
14422	Active	HRD116 Administering the Structured Interview	Classroom	11/04/2014
14429	Active	HRD117 Business Writing Skills	Classroom	09/19/2014
14430	Active	HRD117 Business Writing Skills	Classroom	12/11/2014
14491	Active	HRD118 Presentation Skills	Classroom	10/09/2014
14492	Active	HRD118 Presentation Skills	Classroom	10/30/2014
14447	Active	HRD119 Effective Communication Skills	Classroom	11/03/2014
14448	Active	HRD119 Effective Communication Skills	Classroom	11/18/2014
14449	Active	HRD119 Effective Communication Skills	Classroom	12/08/2014

14431	Active	HRD120 Coping With Change	Classroom	10/20/2014
14432	Active	HRD120 Coping With Change	Classroom	10/28/2014
14433	Active	HRD120 Coping With Change	Classroom	12/15/2014
14507	Active	HRD121 Time Management Skills	Classroom	10/14/2014
14508	Active	HRD121 Time Management Skills	Classroom	11/13/2014
14513	Active	HRD122 Working In a Multigenerational Workforce	Classroom	09/12/2014
14514	Active	HRD122 Working In a Multigenerational Workforce	Classroom	10/01/2014
14497	Active	HRD123 Productive Meetings for Better Results	Classroom	09/12/2014
14498	Active	HRD123 Productive Meetings for Better Results	Classroom	10/17/2014
14487	Active	HRD124 Powerful Coaching for Performance Excellence	Classroom	10/06/2014