

Spring 2016 Workshop Summary

Jim Thorpe Building Basement | 2101 N. Lincoln Blvd. | Oklahoma City

March

7	Performance Management Process (PMP)	Large classroom
10	Cultural Diversity	Large classroom
11	Negotiating for Success	Large classroom
14	Customer Service: A Lost Art	Large classroom
15	Working in a Multigenerational Workplace	Large classroom
16-17	Behavior and Emergency Response (2-day)	Large classroom
18	Sexual Harassment and Discrimination	Large classroom
21	Effective Communication Skills	Large classroom
23	Administering the Structured Interview	Large classroom
24	Project Management	Large classroom
28	Principles of Financial and Retirement Planning (OPERS)	Large classroom
29	Administrative Law	Large classroom
30-31	Ethics in Public Management (2-day)	Large classroom

April

4	Leading Employees Through Change	Large classroom
5	Disability Awareness	Large classroom
6	Performance Management Process (PMP)	Large classroom
8	It's All About You: Branding for a Confident Your	Large classroom
11	Coping with Change	Large classroom
12	Progressive Discipline	Large classroom
13	Time Management Skills	Small classroom
13-15	Team Leadership (3-day)	Large classroom
18	Customer Service: A Lost Art	Large classroom

19-21	Seven Habits of Highly Effective People: Signature (3-day) [FEE-BASED] \$	Large classroom
21	Investigating Workplace Harassment	Small classroom
22	Discover the Leader in You	Large classroom
28	Project Management	Large classroom
29	Employee Grievances and Appeals	Large classroom
May		
2	Customer Service: A Lost Art	Large classroom
3	Effective Communication Skills	Large classroom
4	Navigating Life and Work	Small classroom
5	Cultural Intelligence	Large classroom
6	How to Investigate Incidents	Large classroom
9	Spectrum Temperament Development	Large classroom
10	Principles of Financial and Retirement Planning (OPERS)	Large classroom
12	Creative Problem Solving	Large classroom
12	Investigating Workplace Harassment	Small classroom
13	Working in a Multigenerational Workforce	Large classroom
16-17	The 5 Choices to Extraordinary Productivity (2-day)	Large classroom
18	Leading Employees Through Change	Large classroom
19	Effective Stress Management	Large classroom
20	Violence in the Workplace	Small classroom
23-24	Powerful Emotions: Personality Styles and Emotions (2-day)	Large classroom
24	EEO Training for Managers	Small classroom
25	Progressive Discipline	Large classroom
26-27	Presentation Skills (2-day)	Large classroom
31	Time Management Skills	Large classroom
June		
1	Performance Management Process (PMP)	Large classroom
2	Business Writing Skills	Large classroom

2	Principles of Financial and Retirement Planning (OPERS)	Small classroom
3	Everyday Creativity	Large classroom
6	Customer Service: A Lost Art	Large classroom
7-8	Influencing Employee Engagement (2-day)	Large classroom
8	Interviewing: Put Your Best Self Forward	Small Classroom
9-10	Program Development and Evaluation (2-day)	Large classroom
10	Violence in the Workplace	Small classroom
13	Employee Grievances and Appeals	Large classroom
14	Managing Conflict	Large classroom
15	Creative Problem-Solving Skills	Large classroom
16	Business Etiquette: Positively Professional	Large classroom
16	What is Risk Management	Small classroom
17	Coping with Change	Large classroom
17	When an Incident Happens How Should it be Reported?	Small classroom
20	Administering the Structured Interview	Large classroom
21-22	Transitioning into a Supervisory Role (2-day)	Large classroom
23	Spectrum Temperament Development	Large classroom
24	Lowering Costs by Reducing On-the-Job Injuries	Small classroom

\$This workshop is **FEE-BASED**. Your agency will need to send a purchase order for each fee to OMES, attention Agency Business Services Division, 5005 N. Lincoln Blvd., Suite 200, Oklahoma City, OK 73105. The fee for the 3-day **Seven Habits of Highly Effective People: Signature** workshop is \$275.00 per person. The fee for the 2-day **Five Choices of Extraordinary Productivity** workshop is \$175.00 per person.

**Francis Tuttle Technology Center | 3500 NW 150th St. | Oklahoma City, OK
73134**

March

31 Fun, Fuel, and Fitness

**Oklahoma State University (OSU-Tulsa) | 700 N. Greenwood | Tulsa
918-594-8000**

NOTE: Classrooms are subject to change. Be sure to check with the North Hall staff upon arriving for the class.

March

8 Managing Conflict Room TBA

21-22 Ethics in Public Management Room TBA

April

5 Performance Management Process (PMP) Room TBA

12 Coping with Change Room TBA

15 How to Investigate Incidents Room TBA

19 Administrative Law Room TBA

20 Principles of Financial & Retirement Planning (OPERS) Room TBA

May

11 Effective Communication Skills Room TBA

11 Discover the Leader in You Room TBA

11 Leading Employees Through Change Room TBA

11 Negotiating for Success Room TBA

12 Effective Stress Management Room TBA

12 Navigating Life & Work Room TBA

12	Fun, Fuel and Fitness	Room TBA
17	Disability Awareness	Room TBA
24	Cultural Competency	Room TBA
June		
1-2	Understanding Behavior and Emergency Response (2-Day)	Room TBA
6	Performance Management Process (PMP)	Room TBA
13	Productive Meetings for Better Results	Room TBA