HCM Training and Development Spring 2016 Workshop Schedule

		Jim Thorpe Building Basement								
Course Title	**ELM Code**	**Large Training Room**				**Small Training Room**		**Francis Tuttle**	**OSU-Tulsa**	
Administering the Structured Interview	HRD116	3/23			6/20					
Administrative Law	HRD001	3/29							4/19	
Business Etiquette: Positively Professional	HRD005				6/16					
Business Writing Skills	HRD117				6/2					
Coping with Change	HRD120		4/11		6/17				4/12	
Creative Problem Solving Skills	HRD012			5/12	6/15					
Cultural Competency	HRD075									5/24
Cultural Diversity	HRD132	3/10								
Culltural Intelligence	HRD133			5/5						
Customer Service: A Lost Art	HRD061	3/14	4/18	5/2	6/6					
Disability Awareness-offered by Office of Disabilty Concerns	HRD014		4/5							5/17
Discover the Leader in You	HRD135	4/7	4/22							5/11
EEO Training for Managers	HRD136						5/24			
Effective Communication Skills	HRD119	3/21		5/3						5/11
Effective Stress Management-offered by Thrive	HRD016			5/19						5/12
Employee Grievances and Appeals	HRD050		4/29		6/13					
Ethics In Public Management *(2-Day)*	HRD019	3/30-31							3/21-22	
Everyday Creativity	HRD020				6/3					
Fun, Fuel, and Fitness [FEE-BASED] $-offered by Thrive	HRD137							5/31		5/12
How to Investigate Incidents-offered by Office of Risk Mgmt	HRD107			5/6					4/15	
Influencing Employee Engagement *(2-Day)*	HRD138		6/7-8							
Interviewing: Put Your Best Self Forward	HRD111						6/8			
Investigating Workplace Haressament	HRD139					4/21	5/12			
It's All About You: Branding for a Confident You	HRD100		4/8							
Leading Employees Through Change	HRD115		4/4	5/18						5/11
Lowering Costs by Reducing On-the-Job Injuries	HRD145						6/24			
Managing Conflict	HRD028				6/14				3/8	
Navigating Life and Work-offered by Thrive	HRD143						5/4			5/12
Negotiating for Success	HRD140	3/11								5/11
Performance Management Process (PMP)	HRD033	3/7	4/6		6/1				4/5	6/6
Powerful Emotions: Personality Styles and Emotions *(2-Day)*	HRD093	5/23-24								
Presentation Skills *(2-day)*	HRD043	5/26-27								
Principles of Financial & Retirement Planning (OPERS)	HRD088	3/28		5/10			6/2		4/20	
Productive Meetings for Better Results	HRD123									6/13
Program Development and Evaluation *(2-Day)*	HRD141	6/9-10								
Progressive Discipline	HRD038		4/12	5/25						
Project Management	HRD073	3/24	4/28							
Seven Habits of Highly Effective People *(3-Day)* [FEE-BASED] $	HRD052	4/19-21								
Sexual Harassment and Discrimination	HRD042	3/18								
Spectrum Temperament Development [FEE-BASED] $	HRD091			5/9	6/23					
Team Leadership *(3-Day)*	HRD130	4/13-15								
The 5 Choices to Extraordinary Productivity *(2-Day) $*	HRD106	5/16-17								
Time Management Skills	HRD121			5/31		4/13				
Transitioning into a Supervisory Role *(2-Day)*	HRD142	6/21-22								
Understanding Behavior and Emergency Response *(2-Day)*	HRD108	3/16-17							6/1-2	
Violence In the Workplace	HRD047					5/20	6/10			
What is Risk Management?-offered by Office of Risk Mgmt	HRD146						6/16			
When an incident happens: how should it be reported?	HRD144						6/17			
Working in a Multigenerational Workforce	HRD122	3/15		5/13						

Workshops that are **FEE-BASED, y**our 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 73112. 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. The fee for **Spectrum Temperament Development** workshop is $30.00 per person.

The **Fun, Fuel, and Fitness** workshop is also FEE-BASED. The cost to attend this training is $15.00 per person. For more information and to pay, contact Petra Lusche, State Wellness Program Coordinator, at (405) 521-6364 or at petra.lusche.bachrach@omes.ok.gov.