

## Spring 2016 Training and 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 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).

Activity Code	Course Code	Course	Date
21765	HRD116	Administering the Structured Interview	3/23
21766	HRD116	Administering the Structured Interview	6/20
21767	HRD001	Administrative Law	3/29
21768	HRD001	Administrative Law	4/19
21769	HRD005	Business Etiquette: Positively Professional	6/16
21763	HRD117	Business Writing Skills	6/2
21772	HRD120	Coping with Change	4/11
21773	HRD120	Coping with Change	4/12
21774	HRD120	Coping with Change	6/17
21775	HRD012	Creative Problem Solving Skills	5/12
21776	HRD012	Creative Problem Solving Skills	6/15
21777	HRD075	Cultural Competency	5/24
21778	HRD132	Cultural Diversity	3/10
21780	HRD133	Cultural Intelligence	5/5
21781	HRD061	Customer Service: A Lost Art	3/14
21782	HRD061	Customer Service: A Lost Art	4/18
21785	HRD061	Customer Service: A Lost Art	5/2
21787	HRD061	Customer Service: A Lost Art	6/6
21794	HRD014	Disability Awareness	4/5
21797	HRD014	Disability Awareness	5/17
21756	HRD135	Discover the Leader in You	4/22
21798	HRD135	Discover the Leader in You	5/11
21802	HRD136	EEO Training for Managers	5/24
21760	HRD119	Effective Communication Skills	3/21
21761	HRD119	Effective Communication Skills	5/3
21762	HRD119	Effective Communication Skills	5/11
21803	HRD016	Effective Stress Management	5/19
21804	HRD016	Effective Stress Management	5/12
21805	HRD050	Employee Grievances and Appeals	4/29
21806	HRD050	Employee Grievances and Appeals	6/13

Activity Code	Course Code	Course	Date
21807	HRD019	Ethics In Public Management (2-Day)	3/21
21808	HRD019	Ethics In Public Management (2-Day)	3/30
21788	HRD020	Everyday Creativity	6/3
21841	HRD137	Fun, Fuel, and Fitness [FEE-BASED] \$15	5/12
21842	HRD137	Fun, Fuel, and Fitness [FEE-BASED] \$15	5/31
21843	HRD107	How to Investigate Incidents	4/15
21844	HRD107	How to Investigate Incidents	5/6
21764	HRD138	Influencing Employee Engagement (2-Day)	6/7
21845	HRD111	Interviewing: Put Your Best Self Forward	6/8
21847	HRD139	Investigating Workplace Harassment	4/21
21848	HRD139	Investigating Workplace Harassment	5/12
21850	HRD100	It's All About You: Branding for a Confident You	4/8
21852	HRD115	Leading Employees Through Change	4/4
21790	HRD115	Leading Employees Through Change	5/11
21853	HRD115	Leading Employees Through Change	5/18
21971	HRD145	Lowering Costs by Reducing On-the-Job Injuries	6/24
21855	HRD028	Managing Conflict	3/8
21858	HRD028	Managing Conflict	6/14
21859	HRD143	Navigating Life and Work	5/4
21865	HRD143	Navigating Life and Work	5/12
21866	HRD140	Negotiating for Success	3/11
21867	HRD140	Negotiating for Success	5/11
21868	HRD033	Performance Management Process (PMP)	3/7
21869	HRD033	Performance Management Process (PMP)	4/5
21871	HRD033	Performance Management Process (PMP)	4/6
21872	HRD033	Performance Management Process (PMP)	6/1
21873	HRD033	Performance Management Process (PMP)	6/6
21875	HRD093	Powerful Emotions: Personality Styles and Emotions (2-Day)	5/23
21876	HRD043	Presentation Skills (2-day)	5/26
21879	HRD088	Principles of Financial & Retirement Planning (OPERS)	3/28
21880	HRD088	Principles of Financial & Retirement Planning (OPERS)	4/20
21881	HRD088	Principles of Financial & Retirement Planning (OPERS)	5/10
21882	HRD088	Principles of Financial & Retirement Planning (OPERS)	6/2

Activity Code	Course Code	Course	Date
21883	HRD123	Productive Meetings for Better Results	6/13
21884	HRD141	Program Development and Evaluation (2-Day)	6/9
21900	HRD038	Progressive Discipline	4/12
21904	HRD038	Progressive Discipline	5/25
21907	HRD073	Project Management	3/24
21909	HRD073	Project Management	4/28
21910	HRD052	Seven Habits of Highly Effective People: Signature (3-Day) [FEE-BASED] \$	4/19
21911	HRD042	Sexual Harassment and Discrimination	3/18
21912	HRD091	Spectrum Temperament Development	4/25
21913	HRD091	Spectrum Temperament Development	5/9
21914	HRD130	Team Leadership (3-Day)	4/13
21915	HRD106	The 5 Choices to Extraordinary Productivity (2-day)	5/16
21916	HRD121	Time Management Skills	4/13
21917	HRD121	Time Management Skills	5/31
21918	HRD142	Transitioning into a Supervisory Role (2 Day)	6/21
21919	HRD108	Understanding Behavior and Emergency Response (2-Day)	3/16
21922	HRD108	Understanding Behavior and Emergency Response (2-Day)	6/1
21861	HRD047	Violence In the Workplace	5/20
21862	HRD047	Violence In the Workplace	6/10
21975	HRD146	What is Risk Management?	6/24
21969	HRD144	When an incident happens: how should it be reported?	6/17
21863	HRD122	Working in a Multigenerational Workforce	3/15
21864	HRD122	Working in a Multigenerational Workforce	5/13