

# Fall 2015 Workshop Summary

HCM Large Training Center Jim Thorpe Building Basement  
2101 N. Lincoln Blvd., Oklahoma City

## September

9/14	Developing Creative Problem Solving Skills	Large classroom
9/15	Personnel Policies and Practices	Large classroom
9/16	Cultural Competency	Large classroom
9/17	Coping with Change	Large classroom
9/18	Productive Meetings for Better Results	Large classroom
9/21	Progressive Discipline	Large classroom
9/24	Boot Camp for New Managers (2-Day)	Large classroom
9/28	Legislative Processes	Large classroom
9/30	Interviewing: Put Your Best Self Forward	Small classroom

## October

10/1	Cultural Intelligence	Large classroom
10/2	Developing Effective Negotiating Skills	Large classroom
10/5	Working in a Multigenerational Workforce	Large classroom
10/7	Administering the Structured Interview	Large classroom
10/8	Administrative Law	Large classroom
10/9	Customer Service: A Lost Art	Large classroom
10/12	Time Management Skills	Large classroom
10/14	Seven Habits of Highly Effective People: Signature (3-Day) [FEE-BASED] \$	Large classroom
10/19	Coping with Change	Large classroom
10/21	Performance Management Process (PMP)	Large classroom
10/22	Presentation Skills (2-day)	Large classroom
10/26	Legislative Processes	Large classroom
10/28	Cultural Competency	Small classroom
10/29	Disability Awareness	Large classroom
10/30	Principles of Financial & Retirement Planning (OPERS)	Large classroom

## November

11/2	Business Etiquette: Positively Professional	Large classroom
11/4	Administering the Structured Interview	Large classroom
11/5	Five Choices to Extraordinary Productivity (2-day)	Large classroom
11/9	Spectrum Temperament Development	Large classroom
11/10	Grievances and Appeals	Small classroom
11/12	Cultural Intelligence	Large classroom
11/13	Effective Stress Management	Large classroom
11/16	Progressive Discipline	Large classroom
11/18	Performance Management Process (PMP)	Large classroom
11/20	Personnel Policies and Practices	Large classroom
11/23	Powerful Emotions: Personality Styles and Emotions (2-Day)	Large classroom
11/30	Developing Creative Problem Solving Skills	Large classroom

<b>December</b>		
12/2	Performance Management Process (PMP)	Large classroom
12/3	Program Evaluation	Large classroom
12/4	How to Investigate Incidents ▲	Large classroom
12/7	Everyday Creativity	Small classroom
12/9	Boot Camp for New Managers (2-Day)	Large classroom
12/11	Customer Service: A Lost Art	Large classroom
12/14	Ethics In Public Management (2-Day)	Large classroom
12/16	Working in a Multigenerational Workforce	Large classroom

**Tom Steed Center/Rose State College**  
**Interstate 40 at the Hudiburg Exit – Midwest City**

<b>September</b>		
9/16	Interviewing: Put Your Best Self Forward	Tom Steed
9/17	Project Management	Tom Steed
9/18	Effective Communication Skills	Tom Steed
9/21	Developing Effective Negotiating Skills	Tom Steed
9/23	Performance Management Process (PMP)	Tom Steed
9/30	Policy Analysis	Tom Steed

<b>October</b>		
10/7	Sexual Harassment and Discrimination	Tom Steed
10/9	Business Writing Skills	Tom Steed
10/21	Understanding Behavior and Emergency Response (2-Day)	Tom Steed
10/23	Customer Service: A Lost Art	Tom Steed
10/28	Managing Conflict	Tom Steed
10/29	Leading Employees Through Change	Tom Steed

<b>November</b>		
11/5	Project Management	Tom Steed
11/17	Customer Service: A Lost Art	Tom Steed
11/19	Presentation Skills (2-day)	Tom Steed

<b>December</b>		
12/1	Principles of Financial & Retirement Planning (OPERS)	Tom Steed
12/2	Leading Employees Through Change	Tom Steed
12/3	Time Management Skills	Tom Steed
12/4	It's All About You: Branding for a Confident You	Tom Steed
12/8	Effective Communication Skills	Tom Steed
12/10	Sexual Harassment and Discrimination	Tom Steed

**Oklahoma State University (OSU) North Hall Building**  
**700 N. Greenwood, Tulsa**

<b>September</b>		
9/15	Customer Service: A Lost Art	North Hall 110
9/17	Managing Conflict	North Hall 110

9/22	Administrative Law	North Hall
9/23	Coping with Change	North Hall 153
9/25	Productive Meetings for Better Results	North Hall 110
9/29	Performance Management Process (PMP)	North Hall 110
<b>October</b>		
10/2	How to Investigate Incidents ▲	North Hall 110
10/6	Leading Employees Through Change	North Hall 110
10/7	Everyday Creativity	North Hall 156
10/14	Understanding Behavior and Emergency Response (2-Day)	North Hall 155
10/27	Effective Communication Skills	North Hall 155
<b>November</b>		
11/3	Principles of Financial & Retirement Planning (OPERS)	North Hall 110
11/4	Performance Management Process (PMP)	North Hall 153
11/5	Policy Analysis	North Hall
11/12	Developing Effective Negotiating Skills	North Hall 153
11/19	Developing Creative Problem Solving Skills	North Hall 106
<b>December</b>		
12/1	Customer Service: A Lost Art	North Hall 106
12/2	Cultural Competency	North Hall 155
12/8	Disability Awareness	North Hall 119
12/11	Effective Stress Management	North Hall 119