

2018 - 2019 HCM Training Schedule - Oklahoma City

September 2018

Date	Workshop Name	Location
9/10	Project Management	Jim Thorpe Training Room A
9/11	Negotiating for Success	Jim Thorpe Training Room A
9/13	Coping with Change	Jim Thorpe Training Room A
9/14	What is Risk Management	Jim Thorpe Training Room A
9/17	Performance Management Process (PMP)	Jim Thorpe Training Room A
9/18	Everyday Creativity	Jim Thorpe Training Room A
9/19	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
9/20	Progressive Discipline	Jim Thorpe Training Room A
9/21	Business Writing Skills	Jim Thorpe Training Room A
9/24	Policy Analysis	Jim Thorpe Training Room A
9/26	Effective Communication Skills	Jim Thorpe Training Room A
9/27	Influencing Employee Engagement (2-day)	Jim Thorpe Training Room A

October 2018

10/1	Administering the Structured Interview	Jim Thorpe Training Room A
10/2	Business Etiquette - Positively Professional	Jim Thorpe Training Room A
10/3	Working in a Multigenerational Workforce	Jim Thorpe Training Room A
10/4	Time Management & Goal Settings	Jim Thorpe Training Room A
10/5	Profressive Discipline	Jim Thorpe Training Room A
10/8	Performance Management Process (PMP)	Jim Thorpe Training Room A
10/9	7 Habits Signature Series (3-day)	Jim Thorpe Training Room A
10/12	Effective Communication Skills	Jim Thorpe Training Room A
10/15	Productive Meetings for Better Results	Jim Thorpe Training Room A
10/16	Program Evaluation	Jim Thorpe Training Room A
10/17	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
10/18	Leading Employees Through Change	Jim Thorpe Training Room A
10/19	Navigating Life & Work	Jim Thorpe Training Room A
10/22	Effective Stress Management	Jim Thorpe Training Room A
10/23	Customer Service: A Lost Art	Jim Thorpe Training Room A
10/24	Behavior & Emergency Response (2-day)	Jim Thorpe Training Room A
10/26	Developing Creative Problem Solving Skills	Jim Thorpe Training Room A
10/29	Managing Conflict	Jim Thorpe Training Room A
10/30	Transitioning into a Supervisory Role (2-day)	Jim Thorpe Training Room A

November 2018

11/1	Discover the Leader in You	Jim Thorpe Training Room A
11/2	When an Incident Happens: How Should it be Reported	Jim Thorpe Training Room A
11/5	Time Management & Goal Settings	Jim Thorpe Training Room A
11/6	Lean Six Sigma	Jim Thorpe Training Room A
11/7	Sexual Harassment & Discrimination	Jim Thorpe Training Room A
11/8	Coping with Change	Jim Thorpe Training Room A
11/9	Performance Management Process (PMP)	Jim Thorpe Training Room A
11/14	Disability Awareness	Jim Thorpe Training Room A
11/15	Negotiating for Success	Jim Thorpe Training Room A
11/16	Effective Stress Management	Jim Thorpe Training Room A

11/27	Project Management	Jim Thorpe Training Room A
11/28	Effective Communication Skills	Jim Thorpe Training Room A
11/29	Presentation Skills (2-day)	Jim Thorpe Training Room A

December 2018

12/3	How it Investigate Incidents	Jim Thorpe Training Room A
12/4	Time Management & Goal Settings	Jim Thorpe Training Room A
12/5	Employee Grievances & Appeals	Jim Thorpe Training Room A
12/6	Business Writing Skills	Jim Thorpe Training Room A
12/7	Coping with Change	Jim Thorpe Training Room A
12/10	Effective Stress Management	Jim Thorpe Training Room A
12/11	Navigating Life & Work	Jim Thorpe Training Room A
12/12	Transitioning into a Supervisory Role (2-day)	Jim Thorpe Training Room A
12/14	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
12/17	Critical Thinking for Critical Decisions (2-day)	Jim Thorpe Training Room A
12/19	Managing Conflict	Jim Thorpe Training Room A
12/20	Effective Communication Skills	Jim Thorpe Training Room A

January 2019

1/8	Customer Service: A Lost Art	Jim Thorpe Training Room A
1/9	Negotiating for Success	Jim Thorpe Training Room A
1/10	Defensive Driver Course	Jim Thorpe Training Room A
1/15	Managing Conflict	Jim Thorpe Training Room A
1/16	Effective Stress Management	Jim Thorpe Training Room A
1/17	Influencing Employee Engagement (2-day)	Jim Thorpe Training Room A
1/24	Program Evaluation	Jim Thorpe Training Room A
1/25	Customer Service: A Lost Art	Jim Thorpe Training Room A
1/28	Project Management	Jim Thorpe Training Room A
1/29	Legislative Process	Jim Thorpe Training Room A
1/30	Everyday Creativity	Jim Thorpe Training Room A
1/31	Progressive Discipline	Jim Thorpe Training Room A

February 2019

2/5	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
2/7	Leading Employees Through Change	Jim Thorpe Training Room A
2/12	Lean Six Sigma	Jim Thorpe Training Room A
2/14	Business Writing Skills	Jim Thorpe Training Room A
2/15	Administrative Law	Jim Thorpe Training Room A
2/20	Policy Analysis	Jim Thorpe Training Room A
2/21	Powerful Emotions - Personality Styles & Emotions (2-day)	Jim Thorpe Training Room A
2/26	Employee Grievances & Appeals	Jim Thorpe Training Room A
2/27	Productive Meetings for Better Results	Jim Thorpe Training Room A
2/28	Customer Service: A Lost Art	Jim Thorpe Training Room A

March 2019

3/1	Navigating Life & Work	Jim Thorpe Training Room A
3/4	When an Incident Happens: How Should it be Reported	Jim Thorpe Training Room A
3/5	Coping with Change	Jim Thorpe Training Room A
3/6	Negotiating for Success	Jim Thorpe Training Room A
3/7	Legislative Process	Jim Thorpe Training Room A
3/8	Effective Communication Skills	Jim Thorpe Training Room A

3/11	Conscious Change Leadership (3-day)	Jim Thorpe Training Room A
3/14	Disability Awareness	Jim Thorpe Training Room A
3/15	Managing Conflict	Jim Thorpe Training Room A
3/18	Progressive Discipline	Jim Thorpe Training Room A
3/19	Influencing Employee Engagement (2-day)	Jim Thorpe Training Room A
3/21	Administering the Structured Interview	Jim Thorpe Training Room A
3/22	Performance Management Process (PMP)	Jim Thorpe Training Room A
3/25	Effective Stress Management	Jim Thorpe Training Room A
3/26	Developing Creative Problem Solving Skills	Jim Thorpe Training Room A
3/27	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
3/28	Leading Employees Through Change	Jim Thorpe Training Room A
3/29	Working in a Multigenerational Workforce	Jim Thorpe Training Room A

April 2019

4/1	Progressive Discipline	Jim Thorpe Training Room A
4/2	Program Evaluation	Jim Thorpe Training Room A
4/3	Customer Service: A Lost Art	Jim Thorpe Training Room A
4/4	Sexual Harassment & Discrimination	Jim Thorpe Training Room A
4/5	Business Etiquette - Positively Professional	Jim Thorpe Training Room A
4/8	Ethics in Public Management	Jim Thorpe Training Room A
4/9	Transitioning into a Supervisory Role (2-day)	Jim Thorpe Training Room A
4/11	Behavior & Emergency Response (2-day)	Jim Thorpe Training Room A
4/15	Everyday Creativity	Jim Thorpe Training Room A
4/16	Time Management & Goal Settings	Jim Thorpe Training Room A
4/17	Managing Conflict	Jim Thorpe Training Room A
4/18	Powerful Emotions - Personality Styles & Emotions (2-day)	Jim Thorpe Training Room A
4/22	Administrative Law	Jim Thorpe Training Room A
4/23	Team Leadership (3-day)	Jim Thorpe Training Room A
4/26	Business Writing Skills	Jim Thorpe Training Room A
4/29	Employee Grievances & Appeals	Jim Thorpe Training Room A
4/30	Coping with Change	Jim Thorpe Training Room A

May 2019

5/1	Navigating Life & Work	Jim Thorpe Training Room A
5/2	Productive Meetings for Better Results	Jim Thorpe Training Room A
5/3	Customer Service: A Lost Art	Jim Thorpe Training Room A
5/6	Performance Management Process (PMP)	Jim Thorpe Training Room A
5/7	7 Habits Signature Series (3-day)	Jim Thorpe Training Room A
5/10	Defensive Driver Course	Jim Thorpe Training Room A
5/14	Effective Communication Skills	Jim Thorpe Training Room A
5/15	Transitioning into a Supervisory Role (2-day)	Jim Thorpe Training Room A
5/17	Progressive Discipline	Jim Thorpe Training Room A
5/21	Principles of Financial & Retirement Planning (OPERS)	Jim Thorpe Training Room A
5/22	Performance Management Process (PMP)	Jim Thorpe Training Room A
5/23	Presentation Skills (2-day)	Jim Thorpe Training Room A
5/30	How it Investigate Incidents	Jim Thorpe Training Room A
5/31	Project Management	Jim Thorpe Training Room A

June 2019

6/4	Conscious Change Leadership (3-day)	Jim Thorpe Training Room A
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6/7	Effective Communication Skills	Jim Thorpe Training Room A
6/10	Ethics in Public Management	Jim Thorpe Training Room A
6/11	Leading Employees Through Change	Jim Thorpe Training Room A
6/12	Everyday Creativity	Jim Thorpe Training Room A
6/13	Managing Conflict	Jim Thorpe Training Room A
6/14	Employee Grievances & Appeals	Jim Thorpe Training Room A
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6/24	Behavior & Emergency Response (2-day)	Jim Thorpe Training Room A
6/26	Discover the Leader in You	Jim Thorpe Training Room A
6/27	Customer Service: A Lost Art	Jim Thorpe Training Room A
6/28	Administering the Structured Interview	Jim Thorpe Training Room A