

## 2019 July - September HCM Training Schedule - Oklahoma City

### July 2019

7/9/2019	LEARN Administrator Training (2-day Training)	JTB Large Computer Lab
7/9/2019	Influencing Employee Engagement (2-day Training)	JTB Training Room A
7/11/2019	State Certified Facilitator Training (3-day Training)	JTB Training Room A
7/16/2019	Defensive Driver	JTB Training Room A
7/17/2019	Sexual Harassment & Discrimination	JTB Training Room A
7/18/2019	Working in a Multigenerational Workforce	JTB Training Room A
7/19/2019	Developing Creative Problem Solving Skills	JTB Training Room A
7/23/2019	Drug Impairment Training	JTB Training Room A
7/24/2019	Performance Management Process (PMP)	JTB Training Room A
7/25/2019	Navigating Life & Work	JTB Training Room A
7/26/2019	When an Incident Happens: How Should It Be Reported	JTB Training Room A
7/30/2019	Time Management & Goal Settings	JTB Training Room A
7/31/2019	Lean Six Sigma	JTB Training Room A

### August 2019

8/6/2019	Reducing Costs by Reducing Incidents	JTB Training Room A
8/7/2019	Negotiating for Success	JTB Training Room A
8/8/2019	Critical Thinking for Critical Decisions (2-day Training)	JTB Training Room A
8/13/2019	The Road from Stress to Resilience	JTB Training Room A
8/15/2019	Project Management	JTB Training Room A
8/16/2019	What is Risk Management	JTB Training Room A
8/20/2019	Leading Employees Through Change	JTB Training Room A
8/20/2019	LEARN Administrator Training (2-day Training)	JTB Large Computer Lab
8/21/2019	Disability Awareness	JTB Training Room A
8/22/2019	Administrative Law	JTB Training Room A
8/27/2019	7 Habits Signature Series (3-day Training) **FEE-BASED**	JTB Training Room A
8/30/2019	Coping with Change	JTB Training Room A

### September 2019

9/10/2019	Powerful Emotions: Personality Styles & Emotions (2-day Training)	JTB Training Room A
9/12/2019	Business Writing Skills	JTB Training Room A
9/17/2019	LEARN Administrator Training (2-day Training)	JTB Large Computer Lab
9/17/2019	Discover the Leader in You	JTB Training Room A
9/18/2019	Customer Service: A Lost Art	JTB Training Room A
9/19/2019	Principles of Financial & Retirement Planning (OPERS)	JTB Training Room A
9/20/2019	How to Investigate Incidents	JTB Training Room A
9/24/2019	Managing Conflict	JTB Training Room A
9/25/2019	Effective Communication Skills	JTB Training Room A
9/26/2019	Behavior & Emergency Response	JTB Training Room A
9/30/2019	Influential Writing Skills	JTB Training Room A

## 2019 July - September HCM Training Schedule - Tulsa

### July 2019

7/18/2019	Customer Service: A Lost Art	OSU - Tulsa NH 156
7/23/2019	Program Evaluation	OSU - Tulsa NH 108
7/25/2019	Working in a Multigenerational Workforce	OSU - Tulsa NH 108
7/30/2019	Coping with Change	OSU - Tulsa NH 110

### August 2019

8/14/2019	Discover the Leader in You	OSU - Tulsa NH 110
8/20/2019	Principles of Financial & Retirement Planning (OPERS)	OSU - Tulsa NH 108
8/22/2019	Program Management	OSU - Tulsa NH 108
8/27/2019	Leading Employees Through Change	OSU - Tulsa NH 110
8/29/2019	Effective Communication Skills	OSU - Tulsa NH 110

### September 2019

9/11/2019	Disability Awareness	OSU - Tulsa NH 110
9/12/2019	Everyday Creativity	OSU - Tulsa NH110
9/18/2019	Performance Management Process (PMP)	OSU - Tulsa NH110
9/19/2019	Lean Six Sigma	OSU - Tulsa NH 110
9/24/2019	Productive Meetings for Better Results	OSU - Tulsa NH 110
9/25/2019	Managing Conflict	OSU - Tulsa NH 110