

FY 2020 3RD QUARTER

TRAINING SCHEDULE OKC

COURSE DATE	COURSE NAME	CITY	LOCATION
JANUARY 2020			
1/7/2020	LEARN Administrator Training (two-day course)	Oklahoma City	Dept. of Transportation
1/8/2020	Project Management	Oklahoma City	Dept. of Libraries
1/9/2020	State Certified Facilitator Program (three-day course)	Oklahoma City	Dept. of Transportation
1/14/2020	Performance Management Process	Oklahoma City	Dept. of Libraries
1/15/2020	Transitioning into a Supervisory Role (two-day course)	Oklahoma City	Dept. of Libraries
1/30/2020	Microsoft Fundamentals of Excel Training	Oklahoma City	Dept. of Transportation
FEBRUARY 2020			
2/7/2020	Leading Employees Through Change	Oklahoma City	Will Rogers Bldg, 214/216
2/11/2020	Navigating Life and Work	Oklahoma City	Dept. of Libraries
2/11/2020	LEARN Administrator Training (two-day course)	Oklahoma City	Dept. of Libraries PC Lab
2/13/2020	Road from Stress to Resilience	Oklahoma City	Dept. of Libraries
2/14/2020	Working in a Multi-Generational Workforce	Oklahoma City	Dept. of Libraries
2/19/2020	Customer Service: A Lost Art	Oklahoma City	Dept. of Libraries
2/25/2020	Influencing Employee Engagement (two-day course)	Oklahoma City	Dept. of Libraries
2/28/2020	Time Management and Goal Setting	Oklahoma City	Dept. of Libraries
MARCH 2020			
3/5/2020	Introduction to Business Writing Skills	Oklahoma City	Dept. of Libraries
3/10/ 2020	Effective Communication Skills	Oklahoma City	Dept. of Libraries
3/10/ 2020	LEARN Administrator Training (two-day course)	Oklahoma City	Dept. of Transportation
3/11/ 2020	Coping with Change	Oklahoma City	Dept. of Libraries
3/12/2020	Influential Writing Skills	Oklahoma City	Dept. of Libraries
3/17/2020	Managing Conflict	Oklahoma City	Dept. of Libraries
3/19/2020	Principles of Financial Planning (OPERS)	Oklahoma City	Dept. of Libraries
3/20/2020	Progressive Discipline	Oklahoma City	Dept. of Transportation
3/25/2020	Discover the Leader in You	Oklahoma City	Dept. of Libraries
3/26/2020	Sexual Harassment and Discrimination	Oklahoma City	Dept. of Libraries

INTERESTED IN A CLASS?

To enroll in training visit <http://learn.ok.gov>. Contact the OMES service desk at servicedesk@omes.ok.gov for password resets or account assistance.