

2009 COURSE SCHEDULE

(As of 2/17/2009)

You must pre-register in order to attend these courses. Your enrollment is **NOT** confirmed until you receive an e-mail confirmation from HR Training & Development.

Course Title	Date	Time	Cost per Participant	Audience
Assisting the Difficult Client PER115	2/10/2009	1:00-5:00	\$40	All Employees
	3/20/2009*	8:30-12:30	\$40	
	7/8/2009	1:00-5:00	\$40	
	<i>*Please note the session on 3/20/2009 will be hosted by the City of Birmingham.</i>			
Business Process Redesign PER154	3/30/2009	8:30-3:00	\$75	All Employees
	8/20/2009	8:30-3:00	\$75	
Compassion Fatigue: The Cost of Caring PER166	5/6/2009	1:00-5:00	\$40	All Employees
	9/9/2009	1:00-5:00	\$40	
Effective Communication Skills PER111	4/28/2009	1:00-5:00	\$40	All Employees
	7/28/2009	1:00-5:00	\$40	
	11/17/2009	8:30-12:30	\$40	
Effective Communication Skills for Supervisors PER120	2/5/2009	8:30-3:00	\$75	Supervisor and Above
	6/16/2009	8:30-3:00	\$75	
	10/19/2009	8:30-3:00	\$75	
Effectively Leading Change Initiatives PER169	4/23/2009	8:30-3:00	\$75	Supervisor and Above
	7/9/2009	8:30-3:00	\$75	
	11/5/2009	8:30-3:00	\$75	
Exploring Diversity and Individual Differences PER172	1/27/2009	8:30-3:30	\$75	All Employees
	3/26/2009	8:30-3:30	\$75	
	5/12/2009	8:30-3:30	\$75	
	7/22/2009	8:30-3:30	\$75	
	9/15/2009	8:30-3:30	\$75	
	11/9/2009	8:30-3:30	\$75	
Governmental Ethics: Leading by Example PER121	3/3/2009	8:30-12:30	\$40	Supervisor and Above
	6/10/2009	1:00-5:00	\$40	
	12/3/2009	8:30-12:30	\$40	
Making Effective Presentations PER-10 (NOTE: Participants must attend both half-days to complete course.)	3/4/2009	1:00-5:00	\$75	All Employees
	3/11/2009	1:00-5:00	\$75	
	8/19/2009	1:00-5:00	\$75	
	8/26/2009	1:00-5:00	\$75	
Managing Conflict and Working Relationships Effectively PER182	4/8/2009	1:00-5:00	\$40	All Employees
	10/28/2009	8:30-12:30	\$40	



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Course Title	Date	Time	Cost per Participant	Audience
Managing Conflict Using Personality Type PER167	5/20/2009	9:00-3:00	\$75	All Employees
	10/20/2009	9:00-3:00	\$75	
Managing Time Effectively PER-17	2/25/2009	8:30-12:30	\$40	All Employees
	6/3/2009	1:00-5:00	\$40	
	12/1/2009	1:00-5:00	\$40	
Mastering Change PER-91	5/27/2009	8:30-12:30	\$40	All Employees
	11/4/2009	1:00-5:00	\$40	
Myers-Briggs Fundamentals: Understanding and Applying Personality Type PER152	3/24/2009	1:00-5:00	\$40	All Employees
	7/21/2009	1:00-5:00	\$40	
	10/13/2009	1:00-5:00	\$40	
No Cost/Low Cost Ways to Increase Employee Satisfaction PER151	2/4/2009	1:00-5:00	\$40	Supervisor and Above
	5/27/2009	1:00-5:00	\$40	
	10/28/2009	1:00-5:00	\$40	
One Leadership Style Does Not Fit All: Situational Leadership for Supervisors PER122	3/10/2009	8:30-12:30	\$40	Supervisor and Above
	8/12/2009	1:00-5:00	\$40	
	10/8/2009	8:30-12:30	\$40	
Planning and Organizing for Supervisors PER123	2/24/2009	8:30-3:00	\$75	Supervisor and Above
	6/25/2009	8:30-3:00	\$75	
	11/18/2009	8:30-3:00	\$75	
Promoting Optimal Employee Performance for Supervisors PER124	4/7/2009	8:30-2:00	\$40	Supervisor and Above
	8/27/2009	8:30-2:00	\$40	
	12/9/2009	8:30-2:00	\$40	
So Now You're the Supervisor PER177	2/18/2009	8:30-3:00	\$75	Supervisor and Above
	6/11/2009	8:30-3:00	\$75	
	9/29/2009	8:30-3:00	\$75	
Solving Problems and Making Effective Decisions PER136	5/7/2009	8:30-3:00	\$75	Supervisor and Above
	12/15/2009	8:30-3:00	\$75	
Taking Charge of Stress PER165	2/4/2009	8:30-12:30	\$40	All Employees
	8/11/2009	1:00-5:00	\$40	
	12/8/2009	1:00-5:00	\$40	
Working Toward Effective Solutions: Dealing with Conflict PER127	4/1/2009	8:30-3:00	\$75	Supervisor and Above
	8/18/2009	8:30-3:00	\$75	
	11/24/2009	8:30-3:00	\$75	

All course sessions are held in the Executive Office Building Conference Center, located at 2100 Pontiac Lake Road in Waterford **unless otherwise noted**. Hosted sessions will be held at the municipality noted. Address will be supplied when confirmations are sent out. For questions, please contact 258-452-9945 or hrtraining@oakgov.com.