

Our Courses

All of our employee development opportunities are tied to competency based learning methodology. When used to guide individual work behavior and/or professional development, competency models can be instrumental in achieving professional success.

We offer courses developed specifically for public sector employees that focus on the skills and behaviors required to enhance performance and foster an environment of excellence in public service.

Our training courses are designed to meet the ongoing needs of employees at all levels of an organization. The content of each course is not dependent on completion of another course. Our approach supports individual development by allowing employees to take courses that will help them build skills in each competency area as needed.

For More Information

Please contact us to learn more about the employee development opportunities we have available to develop employees' existing strengths or gain new skills.

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Employee Development Opportunities for Cities, Villages, and Townships

HR Training

Our Mission

*Enhancing employee effectiveness
through the competencies that are
critical to successful job and
organizational performance.*

www.oakgov.com/hrtrain

Who We Are

HR Training is a unit within the Oakland County Human Resources Compensation and Benefits division.

Our Goals

The primary focus of HR Training is employee development. In an environment of ongoing budget constraints, organizations are being required to do more with less. Employee training and skill development can assist organizations with finding new and innovative ways to get the work done while maintaining or improving current service levels.

Oakland County's goal is to work with local communities to provide training courses to their employees at a low cost to individual municipalities.

General Employee Development Curriculum

Courses for All Employees:

Interpersonal Skills

- Effective Communication Skills
- Exploring Diversity and Individual Differences
- Making Effective Presentations

Collaboration Skills

- Assisting the Difficult Client
- Managing Conflict Using Personality Type
- Myers Briggs Fundamentals: Understanding and Applying Personality Type

Self Management Skills

- Business Process Redesign
- Compassion Fatigue: The Cost of Caring
- Managing Time Effectively
- Mastering Change
- Taking Charge of Stress

Supervisory Development Curriculum

Courses for Supervisors or those in a lead role:

Interpersonal Skills

- Effective Communication Skills for Supervisors
- Governmental Ethics for Supervisors: Leading by Example
- One Leadership Style Does Not Fit All: Situational Leadership for Supervisors

Leadership Skills

- Effectively Leading Change Initiatives
- So Now You're the Supervisor
- Working Toward Effective Solutions: Dealing with Conflict

Managerial/Supervisory Skills

- No Cost/Low Cost Ways to Increase Employee Satisfaction
- Planning and Organizing for Supervisors
- Promoting Optimal Employee Performance for Supervisors
- Solving Problems and Making Effective Decisions