

HR Training & Development Opportunities June 2012



Instructor-Led Courses for the Month of June

For All Employees:		
Course Title	Course Code	Date/Time
Taking Charge of Stress	PER165	Tuesday, June 5, 1:00-5:00pm
For Supervisors (or those in a lead role):		
Course Title	Course Code	Date/Time
Solving Problems and Making Effective Solutions	PER136	Wednesday, June 13, 8:30-3:00pm

Seats also still available in these May courses*

For All Employees:		
Course Title	Course Code	Date/Time
Mastering Change	PER-91	Thursday, May 10, 1:00-5:00pm
Managing Conflict Using Personality Type <i>(Prerequisite: Must have completed PER152 Myers-Briggs Fundamentals)</i>	PER167	Tuesday, May 15, 9:00-3:00pm
Write On! Grammar and Punctuation Made Easy	PER187	Wednesday, May 30, 8:30-3:30pm
For Supervisors (or those in a lead role):		
Course Title	Course Code	Date/Time
Leading Productive Meetings	PER186	Thursday, May 3, 1:00-5:00pm

***Note:** Contact HR Training and Development regarding availability of these courses.

Course Location: All instructor-led courses are held in the Executive Office Building, 2100 Pontiac Lake Rd., Bldg. 41 West in the West Oakland Conference Room, unless otherwise noted.

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Instructor-Led Course Registration Information

Please register for classroom-based training **at least two weeks prior to the course** unless otherwise noted. **Minimum class size** is 10 participants. A course will be cancelled two weeks prior to the start date if there are less than 10 participants registered.

To register, visit our website at www.oakgov.com/hrtrain. Employees must have supervisor approval prior to any training enrollments.

If you (or your team) are **interested in taking a course** advertised in our catalog or on the web, **but don't see it listed** in this monthly reminder, contact the HR Training & Development Unit and we'll start a **wait list** for a possible add-on to our published schedule.

Computer-Based Training

CBT is training that is accessed from the convenience of your desktop computer and completed **at your own pace**. It is a web-based system available through a customized website called SkillPort. The program is not intended to replace classroom-based training, but designed to supplement traditional methods and provide greater opportunities for skill development. The CBT courses partner and supplement our classroom-based program which is tied to the Oakland County Competency Models.

This month's **featured course**:

Making Decisions Ethically

PD 02 A01

Audience All Employees

What is an ethical decision? Many studies show that businesspeople have an intuitive understanding of right and wrong, but that they find difficulty in explaining their judgments. This course provides the conceptual framework for discussing business ethics and the tool kit for making ethical decisions.

Length: 3 hours

CBT Highlights:

- Develop/enhance your skills at your desktop computer
- **Work at your own pace** with the SkillPort **bookmarking feature**
- Variety of curriculum available

For **more information** on CBT, including **course listings, descriptions, and registration information**, visit our website at www.oakgov.com/hrtrain. Contact Stephanie Bedricky at 248-858-4638 or by e-mail at bedrickys@oakgov.com with questions.

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Want to receive Training updates directly to your e-mail inbox?

Subscribe to Oakland County Training and Development course offerings and have training updates sent directly to your e-mail inbox! To subscribe, click on our website at www.oakgov.com/hrtrain.



To view our **current catalog**, which includes **registration** information, **course descriptions** and **course schedule**, visit our website at www.oakgov.com/hrtrain or contact us:

**OAKLAND COUNTY
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