



20 *Organizational & Employee Development Partners*

20 TRAINING CATALOG



OKLAHOMA
Office of Management
& Enterprise Services



Dear employee,

I am pleased to introduce to you the Organizational and Employee Development Partners catalog, full of innovative training opportunities designed to meet your development needs as servant leaders to the State of Oklahoma.

OEDP was formed in 2019 as an internal facing unit, solely focused on development pathways for you, the OMES employee. We often draw from Learning Officer Lisa Fortier's experience in the airline industry and describe this as OMES' time to "put our own oxygen mask on first."

Culture is defined as the "arts and other manifestations of human intellectual achievement regarded collectively." OEDP is proud to move away from yet another class in effective communication, and introduce to you groundbreaking concepts and models for human excellence and culture building. We only offer what we as subject matter experts believe in, and we strive to practice what we preach.

We serve as the OMES hub for training and knowledge. Collaborating with the divisions, we strive to identify development needs. It is our mission to better equip you to serve those who serve Oklahomans.

We look forward to partnering with you in the future,

Sophie Preston

Organizational and Employee Development Partners serves as the Office of Management and Enterprise Services centerpiece for training and knowledge. Collaborating with the divisions, we strive to meet training needs and better equip OMES employees to serve those who serve Oklahomans.



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THE 7 HABITS[®] FOR Managers

ESSENTIAL SKILLS AND TOOLS
FOR LEADING TEAMS

THE 7 HABITS FOR MANAGERS ESSENTIAL SKILLS AND TOOLS FOR LEADING TEAMS

Franklin Covey's solution, *The 7 Habits for Managers: Essential Skills and Tools for Leading Teams*, is an intensive, application-oriented learning experience that focuses on the fundamentals of great leadership and its execution. Giving both your new and experienced front-line managers the mindsets, skills and tools that will help them meet today's management challenges.

THE CHALLENGE

Are your managers real leaders?

Many leaders and managers are promoted because of their individual competencies, but struggle when it comes to leading and managing people. When managers fail, it is usually because they were unable to achieve important results. That failure typically stems from two causes:

They manage others before managing themselves.
They manage people instead of letting them manage themselves against shared expectations.

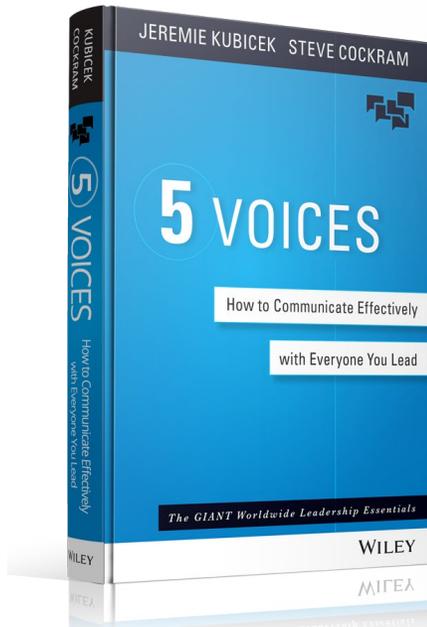
THE SOLUTION

Learn the habits – manage the outcome.

The 7 Habits for Managers is built on the framework of *The 7 Habits of Highly Effective People*. Each habit has been uniquely retooled to focus on managing oneself and leading others.

"EVERY LEADER AND MANAGER SHOULD TAKE THIS!"

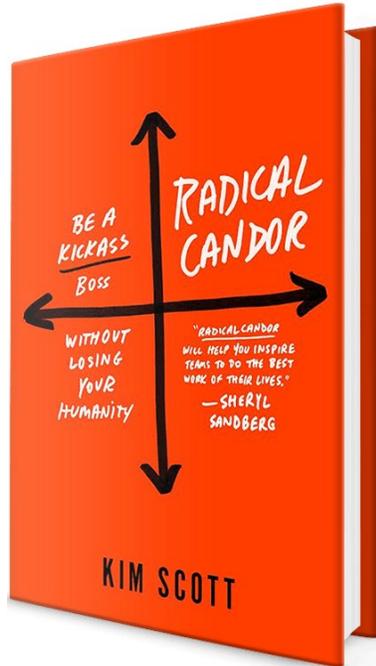
- M. GUTWEIN



5 VOICES

Everyone has a leadership voice, whether they know it or not. From the quietest to the most gregarious, we all have the ability to lead others. Most people don't know their leadership voice or how to use it. Some don't know what it is, others are insecure in their voice and have been told it is unimportant, and others immaturely overuse their voice and dominate the airwaves.

The information in *5 Voices* is designed to help every individual discover their leadership voice and be empowered to use it effectively. We believe teams and whole organizations can be transformed when everyone operates securely in their own voice and learns to value the voices of others.



RADICAL CANDOR

Based off Kim Scott's book *Radical Candor: Be a Kickass Boss Without Losing Your Humanity*, this class explores the concept of caring personally while challenging directly. At its core, radical candor is guidance and feedback that's both kind and clear, specific and sincere. By applying this framework to real-life scenarios you will learn this new management philosophy and understand its value in the workplace and beyond. Radical candor is the tool for you to gain confidence to address those tough issues and gain the ability to navigate hard-to-have conversations.



BUILDING RESILIENCE: THE HUMAN FACTOR

Achieving successful business outcomes often requires adopting new tools and strategies into our daily work routines. But what happens to us when we go through these, sometimes extreme, changes? This class will focus on the human side of change. Learn how you, the human, can understand the physiological reactions, learn tips and tricks with real-life application, and create a more comfortable experience.



INTUITIVE-THINKING – INTJ. INTP. ENTJ. ENTP.

INTUITIVE-FEELING – INFJ. INFP. ENFJ. ENFP.

SENSING-JUDGING – ISTJ. ISFJ. ESTJ. ESFJ.

SENSING-PERCEIVING – ISTP. ISFP. ESTP. ESFP.

MYERS-BRIGGS TYPE INDICATOR

The Myers-Briggs Type Indicator is the world's most widely used personality assessment. It helps people gain insight into themselves and how they interact with others, and improves how they communicate, learn and work. Through a series of questions, the MBTI assessment helps you identify your natural preferences. Your natural preferences sort you into 1 of 16 distinct MBTI personality types. Understanding these types gives you objective insight you can use to enhance your professional and personal relationships, as well as your direction, focus and choices. This tool is ideal for a comprehensive learning experience about oneself and a deep dive into complex personality challenges.



BLUE - INTUITIVE FEELERS

GOLD - DUTIFUL & RESPONSIBLE

ORANGE - FREE & UNIQUE

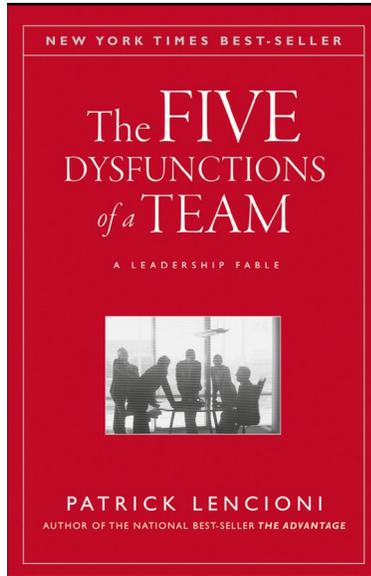
GREEN - PURSUERS OF KNOWLEDGE

SPECTRUM DEVELOPMENT

Have you ever had someone in your life, perhaps someone you work or live with, who drives you crazy by the way they do or say things? Perhaps you think they purposefully do it, just to annoy you. Not so fast! It really has nothing to do with you; it is all about them! It is the way they are wired, their temperament, that drives their behaviors and actions. You have nothing to do with it.

The Spectrum Development Temperament Model utilizes the language of color to represent each temperament; namely, orange, green, blue and gold. The introversion and extroversion interaction styles are denoted by lavender and purple. Together, these six colors make up your full-color spectrum. Your life experiences and temperament development are your own – giving you a very unique spectrum. There is no other you! Spectrum Temperament Development, Inc. is primarily committed to helping individuals develop their own personal full-color spectrum.

Only after we understand and appreciate ourselves can we understand and appreciate others.

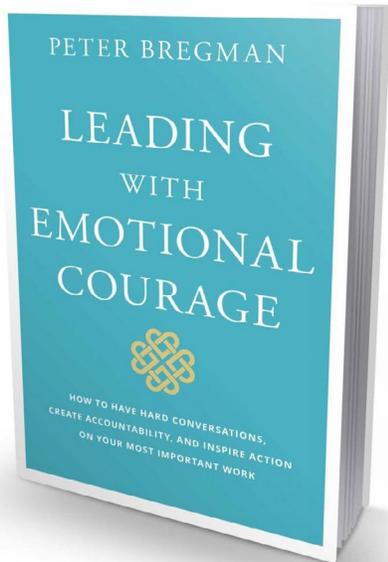


THE FIVE DYSFUNCTIONS OF A TEAM

Based on The New York Times bestseller by Patrick Lencioni, this book study explores the five dysfunctions of a team: absence of trust, fear of conflict, lack of commitments, avoidance of accountability and inattention to results. We will study the many pitfalls teams face as they seek to grow together. This book explores the fundamental causes of organizational politics and team failure. Copies are available to borrow from OEDP and pre-reading the book is required.

THE FIVE DYSFUNCTIONS OF A TEAM: SUPERVISOR SPECIAL

Like the book study, this class explores the five dysfunctions of a team, but with deep focus on the perspective of managing people. This is a must for new supervisors.



"It's about whether you're willing to experience the discomfort, risk, and uncertainty of saying or doing it. If you are willing to feel everything, you can do anything."

– P. Bregman

LEADING WITH EMOTIONAL COURAGE: HOW TO HAVE HARD CONVERSATIONS, CREATE ACCOUNTABILITY, AND INSPIRE ACTION ON YOUR MOST IMPORTANT WORK

This book study explores Peter Bregman's practical, real-world advice for building your emotional courage muscle. Each short, easy to read chapter describes a distinct step in this emotional "workout," giving you grounded advice for handling the difficult situations without sacrificing professional ground. By building the courage to say the necessary but difficult things, you become a stronger leader and leave the "should've's" behind. Copies are available to loan from OEDP and pre-reading the book is mandatory.

Leadership is about
being of service to
others, not being
served by others.
Be a mentor, not a
boss.

Patrick-the-Edutainer



SERVANT LEADERSHIP

“Servant leadership is a philosophy and set of practices that enriches the lives of individuals, builds better organizations and ultimately creates a more just and caring world.” OEDP recommends this class to be a Lunch and Learn as an introduction to Robert Greenleaf’s concept, and how it relates to the work environment here at OMES; its mission, vision and values.



OEDP

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