

### Featured Courses for September 2016

<b>Date</b>	<b>Course</b>	<b>Time</b>	<b>Location</b>
9/8	<b>Administrative Investigations (OCB)*</b>	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
9/8	<b>Dealing with Negativity in the Workplace (Optum)</b>	9 a.m. to 10 a.m.	Rhode Office Tower, 30 E. Broad St.
9/8	<b>The Jerk at Work: Bullying in the Workplace (OEAP)</b>	1 p.m. to 3 p.m.	Rhode Office Tower, 30 E. Broad St.
9/8	<b>Managing Conflict</b>	8:30 a.m. to 12:30 p.m.	Rhodes Office Tower, 30 E. Broad St.
9/15	<b>Pre Disciplinary Meeting Officer (OCB)*</b>	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
9/14	<b>Assertiveness</b>	8:30 a.m. to 12:30 p.m.	Rhode Office Tower, 30 E. Broad St.
9/14	<b>No Aspirin Required: Problem Solving and Decision Making Skills</b>	8:30 a.m. to 4:00 p.m.	Rhode Office Tower, 30 E. Broad St.
9/16	<b>ePerformance Refresher</b>	9 a.m. to 4:00 p.m.	GSD, 4200 Surface Road
9/16	<b>Time Mastery</b>	12:30 p.m. to 4:30 p.m.	Rhode Office Tower, 30 E. Broad St.
9/20	<b>Managing Career Success (Optum)</b>	9 a.m. to 10 a.m.	Rhode Office Tower, 30 E. Broad St.
9/21	<b>ePerformance Manager (Rater) OTM</b>	9 a.m. to 12:00 p.m. or 1 p.m. to 4 p.m.	Rhode Office Tower, 30 E. Broad St.
9/22	<b>Disciplinary Principles (OCB)*</b>	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.
9/23	<b>Generations in the Workplace</b>	8:30 a.m. to 12:30 p.m.	GSD, 4200 Surface Road
9/29	<b>Mediation (OCB)*</b>	9 a.m. to 4 p.m.	OCB Conference Center, 1610 W. Broad St.

\* Indicates courses offered to exempt employees (Non-Bargaining Unit)