

# County Training Program Class Schedule and Calendar

## February 2019 through June 2019

Course/Event	Dates	Time	City	Location
Legislative Process	Feb. 5, 2019	9:00-12:00	Norman	CODA Embassy Suites Hotel & Conference Center 2501 Conference Dr.
P-Card Training	Feb. 5, 2019	9:00-12:00	Norman	CODA Embassy Suites Hotel & Conference Center 2501 Conference Dr.
Excise Training Part 1	Feb. 12, 2019	1:00-4:00	Webinar	
Excise Training Part 2	Feb. 19, 2019	1:00-4:00	Webinar	
Understanding the Whole of County Government	Feb. 20, 2019	3:00-6:00	Edmond	Oklahoma Sheriffs Association 1615 S. State Street
Introduction to Production	Feb. 20, 2019	12:00-3:00	Edmond	Oklahoma Sheriffs Association 1615 S. State Street
Budget Process 1 - Intro	Feb. 21, 2019	12:00-6:00	Edmond	Oklahoma Sheriffs Association 1615 S. State Street
Sheriff Duties Review 1	Feb. 22, 2019	12:00-6:00	Edmond	Oklahoma Sheriffs Association 1615 S. State Street

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Basic Accounting 1 – Intro	March 5, 2019	9:00-4:00	Duncan	Red River Technology Center 3300 W. Bois D Arc
Basic Accounting 2	March 6, 2019	9:00-4:00	Duncan	Red River Technology Center 3300 W. Bois D Arc
Managing Personnel in an At-Will Organization	March 7-8, 2019	9:00-4:00	Tulsa	OSU Tulsa Conference Center 700 N. Greenwood Ave.
Purchasing Procedures 1	March 13, 2019	9:00-4:00	Chickasha	Canadian Valley Technology Center 1401 W. Michigan Ave.
Purchasing Procedures 2	March 14, 2019	9:00-4:00	Chickasha	Canadian Valley Technology Center 1401 W. Michigan Ave.
Customer Service	March 15, 2019	9:00-4:00	Perry	Oklahoma Transportation Department 2609 US - 77
Supervisory Skills 1	March 26, 2019	9:00-4:00	Weatherford	Western Technology Center 2605 E. Main
Effective Work Skills	March 27, 2019	9:00-4:00	Weatherford	Western Technology Center 2605 E. Main

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Court Clerk Duties Review 1	March 29, 2019	9:00-4:00	Norman	OSU Extension 601 E. Robinson Street
Land Records	April 2-3, 2019	9:00-4:00	Duncan	Red River Technology Center 3300 W. Bois D Arc
Payroll Procedures, Forms, and Reports	April 4, 2019	9:00-4:00	Chickasha	Canadian Valley Technology Center 1401 W. Michigan Ave.
Introduction to Purchasing	April 23, 2019	1:00-4:00	Ada	Council on Law Enforcement Education and Training 2401 Egypt Rd.
County Clerk Duties Review 1	May 7, 2019	9:00-4:00	Stillwater	The Center for Local Government 5202 Richmond Hill Dr.
Basic Finance	May 15-16, 2019	9:00-4:00	Stillwater	Payne County Administration Building 315 W. 6 <sup>th</sup> Ave.
Fundamentals of Administration/ Management	May 17, 2019	9:00-4:00	Ada	Pontotoc Technology Center 601 W. 33 Rd.
Basic Mapping	May 21-22, 2019	9:00-4:00	Weatherford	Western Technology Center 2605 E. Main

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Court Clerk Civil and Criminal Appeals	May 22, 2019	9:00-4:00	Sapulpa	Central Technology Center 1720 S. Main St.
Budget Process 1 – Intro	May 23, 2019	9:00-4:00	Woodward	High Plains Technology Center 3921 34 <sup>th</sup> St.
Budget Process 2	May 24, 2019	9:00-4:00	Woodward	High Plains Technology Center 3921 34 <sup>th</sup> St.
Statute Reference	June 18, 2019	9:00-4:00	Enid	Garfield County Extension Office 316 E. Oxford Ave.

Online registration available at <http://www.agecon.okstate.edu/ctp/schedule.asp>

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