



Oakland County HR Training Computer-Based Training Program Update: Five New Courses Available!

About the Computer-Based Training (CBT) Program

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 instructor-led training, but designed to supplement traditional methods and provide greater opportunities for skill development. The CBT courses partner and supplement our instructor-led program which is tied to the Oakland County Competency Models.

Five New Courses Available:

- HIPAA Privacy Essentials – LCHP_01_A01
- Leading Teams: Dealing with Conflict – TEAM_03_A07
- Succession Planning Overview – LEAD0301
- Workplace Conflict: Recognizing and Responding to Conflict – COMM_22_A01
- Workplace Conflict: Strategies for Resolving Conflicts – COMM_22_A02

Benefits of CBT

- Work at your own pace
- Competitive pricing with our instructor-led courses
- Users can print their own certificate of completion
- Courses can be accessed from any PC with internet access

For More Information:

- Our program catalog, which includes a complete list of courses, descriptions, FAQs and registration information, is available for download on the HR Training website, www.oakgov.com/hrtrain.
- Contact Kelly Fitzpatrick at fitzpatrickk@oakgov.com or 248-858-0533.