

Certificate Program in Human Resource Management
Required Courses
Winter - Spring 2017 Schedule

Introduction to HR - Online <i>Sue Knapp</i>	January 5	1:00-5:00	\$125
Offered again - Classroom	Feb 28	Noon-4:00	\$125
Compensation Concepts –Online <i>Deb Whitworth</i>	Jan 10, 17, 24, 31 and Feb 7	5:30-8:30	\$465
Personnel Law - Classroom <i>Deb Whitworth and Adam Taylor</i>	March 21, 28, and April 4	noon-5	\$465
Performance Management Systems – Classroom <i>Sue Knapp</i>	May 10, 17 and 31	Noon-5:00	\$465
Recruitment and Employment - Online <i>Deb Whitworth</i>	April 11, 18, 25, May 2, and 16	5:30-8:30	\$465
Managing Training and Development – Classroom <i>Michelle Winn</i>	June 6, 13, and 20	June 6 - 8:30-4:30 June 13 and June 20 – 12:30-4:30	\$465
Total for Required Courses			\$2,450

Students are also required to take 12 hours (2 days) of elective courses – see separate schedule.

20% Discounts available for:
Registering for 3 courses at one time
USM students and staff
Employees of nonprofit organizations also receive discounts
Employees of affiliate organizations
Call 780-5900 for more information.

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Elective Courses – select 12 hours/2 days

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The courses on this list will automatically count toward your certificate; if you choose a course from our catalog which is not on this list, please call us when you have completed your certificate program and we will make the substitution (780-5900).

Skillful Conversations Nancy Ansheles	Jan 6 and 13 April 3 and 10	8:30-3:30	Portland	\$390
Applying Positive Psychology to Build High-Performing Workplaces Janet Edmunson and Katherine Maloney	April 13	8:30-4:30	Portland	\$255
Mindful Leadership Mary Doyle	March 16 and 23	8:30-noon	Portland	\$255
Taking Charge of Your Career Leigh Mundhenk	May 2	5:30-7:30	Portland	\$65
Delegating: Accomplishing Results through Others (Using Feedback should be taken before this course) Lynne Richards	March 3	9-4	Portland	\$225
Constructive Conflict Resolution Robert Kenney	May 11	8:30-4:30	Portland	\$255
Coaching to Enhance Performance Lynne Richards	March 17	9-4	Portland	\$225
Mastering Multiple Projects, Priorities, and Demands Jim Milliken	May 3	8:30-4:30	Portland	\$255
Workplace Culture and Toxic Employees Suzie Benoit	June 2 and 9	9-4	Portland	\$390
Flexible Leadership Lynne Richards	April 5	9-4	Portland	\$240
Organizational Development: Impacting Organizational Culture and Business Results Kay Whitmore	April 12 and 19	8-3	Portland	\$390