Spring 2015 Professional Development Programs

PROFESSIONAL PRACTICES
Add value to your organization and your resume with these critical skills.

CERTIFICATE PROGRAMS

**PROJECT MANAGEMENT**
- **Effective Project Management** (6 contact hrs./.6 CEUs)
  - 1/24, 2/7, 2/14, & 3/7

**IMPLEMENTING PROJECT MANAGEMENT**
- **Implementing Project Management** (6 contact hrs./.6 CEUs)
  - 5/6 & 5/13
  - 3/9 & 3/16

**ADVANCED PROJECT MANAGEMENT**
- **Advanced Project Management** (6 contact hrs./.6 CEUs)
  - 5/6 & 5/13
  - 3/9 & 3/16

**AGILE CERTIFIED**
- **New Certified Scrum Master** (15 contact hrs./1.5 CEUs)
  - 2/20 & 3/25

**LEAD SIX SIGMA GREEN BELT**
- **Lead Six Sigma Green Belt** (27 contact hrs./2.7 CEUs)
  - 1/8 & 1/15

**LEAD SIX SIGMA BLACK BELT**
- **Lead Six Sigma Black Belt** (36 contact hrs./3.6 CEUs)
  - 3/21 & 3/28

**CERTIFIED MANAGEMENT ACCOUNTING (CMA)**
- **Test Prep Part 1: Financial Decision-Making** (6 contact hrs./.6 CEUs)
  - 3/5 & 3/12

**TEST PREP**
- **Project Management Professional (PMP) Test Prep** (24 contact hrs./2.4 CEUs)
  - 1/9 & 1/16

**SUPERVISION & LEADERSHIP**
Enhance and refresh your management strategies.

CERTIFICATE PROGRAMS

**SUPERVISION**
- **Six Required Courses** (60 contact hrs./6 CEUs)
  - 2/24 & 3/6

**WORKSHOPS**
These courses can serve as electives for certificate programs.

**Certified Supply Chain Professional**
- **Certified Supply Chain Professional** (15 contact hrs./1.5 CEUs)
  - 3/20 & 3/27

**Basics of Supply Chain Management**
- **Basics of Supply Chain Management** (7 contact hrs./.7 CEUs)
  - 2/17 & 3/10

**Taking Charge of Your Career**
- **Taking Charge of Your Career** (6 contact hrs./.6 CEUs)
  - 2/24 & 3/3

**Status Quo or Letting Go**
- **Status Quo or Letting Go** (6 contact hrs./.6 CEUs)
  - 3/10 & 3/17

**Mastering Multiple Projects, Priorities, and Demands**
- **Mastering Multiple Projects, Priorities, and Demands** (6 contact hrs./.6 CEUs)
  - 3/24 & 4/1

**Coaching to Enhance Performance**
- **Coaching to Enhance Performance** (6 contact hrs./.6 CEUs)
  - 4/7 & 4/14

**Dealing with Poor Performance**
- **Dealing with Poor Performance** (6 contact hrs./.6 CEUs)
  - 4/14 & 4/21

**DELEGATING**
- **Delegating** (6 contact hrs./.6 CEUs)
  - 4/21 & 4/28

**PROFESSIONAL COMMUNICATION**
- **Professional Communication** (15 contact hrs./1.5 CEUs)
  - 1/5 & 1/12

**GREG & GMAT**
Prepare to do well.

**TEST PREP**
- **GRE** (12 contact hrs./1.2 CEUs)
  - 3/2
  - 4/1

**GMAT** (12 contact hrs./1.2 CEUs)
- 3/2
- 4/1

**HEALTH CARE PRACTICE**
Enhance your ability to provide care to the community you serve.

CERTIFICATE PROGRAMS

**Case Management**
- **Case Management** (12 contact hrs./1.2 CEUs)
  - 3/30 & 4/6

**Advanced Assessment of the Older Adult**
- **Advanced Assessment of the Older Adult** (12 contact hrs./1.2 CEUs)
  - 4/10 & 5/1

**Using Motivational Interviewing with Chronic Illness**
- **Using Motivational Interviewing with Chronic Illness** (12 contact hrs./1.2 CEUs)
  - 5/8 & 5/15

**HUMAN RESOURCES**
Learn from experienced HR professionals.

CERTIFICATE PROGRAMS

**HUMAN RESOURCE MANAGEMENT**
Six required courses and 12 elective hours (see list of electives on the website).

**WORKSHOPS**
These courses can serve as electives for certificate programs.

**Introduction to HR Management**
- **Introduction to HR Management** (6 contact hrs./.6 CEUs)
  - 3/3 & 3/10

**Managing Training and Development**
- **Managing Training and Development** (6 contact hrs./.6 CEUs)
  - 3/10 & 3/17

**Compensation Concepts**
- **Compensation Concepts** (6 contact hrs./.6 CEUs)
  - 4/1 & 4/8

**Personnel Law**
- **Personnel Law** (6 contact hrs./.6 CEUs)
  - 5/8 & 5/15

**Performance Management Systems**
- **Performance Management Systems** (6 contact hrs./.6 CEUs)
  - 3/15 & 3/22

**Recruitment and Employment**
- **Recruitment and Employment** (6 contact hrs./.6 CEUs)
  - 4/12 & 4/19

**SUPERVISING & LEADING**
- **SUPERVISING & LEADING** (60 contact hrs./6 CEUs)
  - 2/9 & 3/16

**TRAINING DEVELOPMENT**
- **TRAINING DEVELOPMENT** (60 contact hrs./6 CEUs)
  - 3/16 & 4/13

**TRAINING & ENSURING Effectiveness**
- **TRAINING & ENSURING Effectiveness** (60 contact hrs./6 CEUs)
  - 4/13 & 5/10

**TEST PREP**
We are offering test prep for the new SHRM certification exam.

**SHRM-Certified Professional (SHRM-CP™)**
- **SHRM-Certified Professional (SHRM-CP™)** (12 contact hrs./1.2 CEUs)
  - 3/15 & 3/22

**SHRM-Senior Certified Professional (SHRM-SCP™)**
- **SHRM-Senior Certified Professional (SHRM-SCP™)** (12 contact hrs./1.2 CEUs)
  - 4/19 & 5/16

**GRANT WRITING**
- **GRANT WRITING** (40 contact hrs./4 CEUs)
  - 2/2 & 3/1

**FUNDRAISING**
- **FUNDRAISING** (40 contact hrs./4 CEUs)
  - 2/2 & 3/1

**TEST PREP**
We are offering test prep for the new SHRM certification exam.

Employees of nonprofit organizations are eligible for a 20% discount on all courses.

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