



Short Courses and Certificate Programs

• *May - December 2012* •



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www.cce.umn.edu/professionaleducation

COLLEGE OF CONTINUING EDUCATION

1913-2013

CELEBRATING A CENTURY OF EXCELLENCE

UNIVERSITY OF MINNESOTA

Course Title	Event ID	Time	Date(s)	Certificate
Business Analysis				
Managing Business Requirements	186236 186226 186209	9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 9 a.m. - 4 p.m.	F, June 22 & 29, 2012 <i>OR</i> WTh, September 19 & 20, 2012 <i>OR</i> WTh, October 24 & 25, 2012	BAC
Business Analysis Planning	185319 186222	9 a.m. - 4 p.m.	W, May 2, 2012 <i>OR</i> F, November 30, 2012	BAC
Business Process Modeling and Analysis	185320 186237 186223 186224	6 p.m. - 9 p.m. 9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 9 a.m. - 4 p.m.	MW, May 7, 9, 14, & 16, 2012 <i>OR</i> F, July 13 & 20, 2012 <i>OR</i> WTh, September 26 & 27, 2012 <i>OR</i> ThF, November 8 & 9, 2012	BAC
Introduction to Business Analysis	186235 186225 186208	9 a.m. - 4 p.m.	F, June 15, 2012 <i>OR</i> F, September 14, 2012 <i>OR</i> T, October 17, 2012	BAC
ONLINE Business Analysis Certificate	186210	n/a	October 1 - November 9, 2012	BAC
Use Case Fundamentals	186227	9 a.m. - 4 p.m.	F, November 16, 2012	BAC
Business Process Management				
Process Mapping and Analysis	185850	9 a.m. - 4 p.m.	TW, September 11 & 12, 2012	BPM
Measuring and Improving Work Processes	185960	9 a.m. - 4 p.m.	TW, October 9 & 10, 2012	BPM/SUP
Process Innovation	186030	9 a.m. - 4 p.m.	ThF, November 15 & 16, 2012	BPM
Implementing Process Change	185920	9 a.m. - 4 p.m.	TW, December 11 & 12, 2012	BPM
Communication				
Writing Effectively for Internal and External Readers	185327	9 a.m. - 4 p.m.	F, May 4, 2012	BWC
Work Assertively	185353 186198	9 a.m. - 4 p.m.	Th, May 10, 2012 <i>OR</i> F, December 7, 2012	COM
Exercise Organizational Influence	185354 186174	9 a.m. - 4 p.m.	Th, May 17, 2012 <i>OR</i> Th, November 1, 2012	COM
Writing Business Reports and Proposals	185328 184633	9 a.m. - 4 p.m.	F, May 18, 2012 <i>OR</i> F, November 9, 2012	BWC/COM/ SUP
Verbal and Nonverbal Communication Skills	185355 186172	9 a.m. - 4 p.m.	Th, June 7, 2012 <i>OR</i> Th, September 13, 2012	COM
Writing Policies and Procedures	185329	9 a.m. - 4 p.m.	F, June 15, 2012	BWC
Handle People with Tact and Diplomacy	186217	9 a.m. - 4 p.m.	F, July 20, 2012	COM
Foundations in Business Writing	186207	9 a.m. - 4 p.m.	F, August 3, 2012	BWC/ COM
How to Deal with Difficult People	186140	9 a.m. - 4 p.m.	Th, August 23, 2012	COM
Advanced Editing and Proofreading Strategies	186153	9 a.m. - 4 p.m.	F, August 24, 2012	BWC
Business Grammar Update	186206	9 a.m. - 4 p.m.	F, September 21, 2012	BWC
Negotiate for Agreement	186191 186230	9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, September 28, 2012 <i>OR</i> TTh, December 4 & 6, 2012	COM/PMC
Technical Writing	186211	9 a.m. - 4 p.m.	F, October 5, 2012	BWC/PMC
Achieve Results Through Personal Power and Leadership	186152	9 a.m. - 4 p.m.	F, October 12, 2012	COM
Successfully Deal With Conflict at Work	186197	9 a.m. - 4 p.m.	Th, November 15, 2012	COM
Writing for the Web	184634	9 a.m. - 4 p.m.	F, December 14, 2012	BWC/ COM

Courses can be taken individually or combined into one of the certificate programs below. See certificate code next to course name to match to the appropriate certificate.

Business Analysis (**BAC**) Communications (**COM**) Organization Development (**ODC**) Professional Train-the-Trainer (**PTC**)
 Business Process Management (**BPM**) Human Resource Generalist (**HRG**) Project Management (**PMC**)
 Business Writing (**BWC**) Management Practices (**MGT**) Supervision (**SUP**)

To register for a course or learn more visit www.cce.umn.edu/professionaleducation or call 612-624-4000.

Course Title	Event ID	Time	Date(s)	Certificate
Human Resource Management				
Performance Management Process	185337 186165	9 a.m. - 4 p.m.	T, May 1, 2012 <i>OR</i> T, October 16, 2012	HRG
Explore Technology-Based Learning Solutions	185511	9 a.m. - 4 p.m.	Th, May 3, 2012	PTC
Employee and Labor Relations	185338 186181	9 a.m. - 4 p.m.	T, May 15, 2012 W, October 24, 2012	HRG
Organizational Training and Development	185339	9 a.m. - 4 p.m.	T, May 22, 2012	HRG
Employee Benefits Practices and Trends	185340 186178	9 a.m. - 4 p.m.	T, June 5, 2012 <i>OR</i> T, November 13, 2012	HRG
Legal Issues in Human Resources & Management	185341	9 a.m. - 4 p.m.	T, June 19, 2012	HRG
Create Dynamic Webinars	185505 186180	9 a.m. - 4 p.m.	Th, June 21, 2012 <i>OR</i> W, October 24, 2012	PTC
Introduction to Human Resource Practices	186124	9 a.m. - 4 p.m.	Th, July 19, 2012	HRG
Fundamentals of Leading Organization Development	185869	9 a.m. - 4 p.m.	ThF, August 16 & 17, 2012	HRG/ODC
Principles of Employee Compensation	186166	9 a.m. - 4 p.m.	T, August 21, 2012	HRG
Staffing: Recruitment and Selection	186177	9 a.m. - 4 p.m.	T, August 28, 2012	HRG
Investigations and Documentation	186214	9 a.m. - 4 p.m.	Th, September 13, 2012	HRG
Strategic Human Resource Planning	186188	9 a.m. - 4 p.m.	T, September 25, 2012	HRG
Assess Training Needs	186019	9 a.m. - 4 p.m.	WTh, October 10 & 11, 2012	PTC
Deliver High-Impact Presentations	186164	9 a.m. - 4 p.m.	WF, October 17 & 19, 2012	COM/PTC
Successfully Lead Enterprise-Wide Change Management	186203	9 a.m. - 4 p.m.	ThF, October 18 & 19, 2012	ODC/MGT
Business Acumen	186221	9 a.m. - 4 p.m.	F, October 19, 2012	HRG/PMC
Design and Develop Training Solutions	186020	9 a.m. - 4 p.m.	WTh, November 7 & 8, 2012	PTC
Design On-Boarding Programs	186006	9 a.m. - 4 p.m.	W, November 28, 2012	HRG
Measure Training Results	186171	9 a.m. - 4 p.m.	Th, November 29, 2012	PTC
The Human Resource Audit	184642	9 a.m. - 4 p.m.	T, December 11, 2012	HRG
Leadership and Management				
Using Influence to Drive Results	185361	9 a.m. - 4 p.m.	Th, May 3, 2012	MGT
Problem Solving and Decision Making	185400	9 a.m. - 4 p.m.	T, May 8, 2012	SUP
Successful Manager's Leadership Program	185395 186200	8:30 - 4:30 p.m.	TWThF, May 8, 9 & June 6, 7, & 8, 2012 <i>OR</i> WThF, October 10, 11, November 14, 15 & 16, 2012	
Interviewing and Selection Processes	185401	9 a.m. - 4 p.m.	T, May 22, 2012	SUP
Virtual Management	185362	9 a.m. - 4 p.m.	Th, May 24, 2012	MGT
Coaching for Excellence	185402 186215	9 a.m. - 4 p.m.	T, June 5, 2012 <i>OR</i> TW, November 27, 2012	SUP
Managing Performance and Developing Talent	185719	9 a.m. - 4 p.m.	Th, June 19, 2012	SUP
Customer-Focused Marketing	185739	9 a.m. - 4 p.m.	Th, June 28, 2012	MGT
Management Essentials	186125	9 a.m. - 4 p.m.	WTh, August 1 & 2, 2012	MGT
Principles of Supervision	186138 186190	9 a.m. - 4 p.m.	WTh, August 1 & 2, 2012 <i>OR</i> TW, October 16 & 17, 2012	SUP
Delegate to Enhance Performance	186216	9 a.m. - 4 p.m.	T, August 7, 2012	SUP
Financial Intelligence	186151	9 a.m. - 4 p.m.	Th, August 23, 2012	MGT
Build Teamwork and Commitment	186194	9 a.m. - 4 p.m.	T, August 28, 2012	SUP
Leading Change	186187	9 a.m. - 4 p.m.	T, October 2, 2012	SUP

Course Calendar

May-December 2012

Course Title	Event ID	Time	Date(s)	Certificate
Leadership and Management (continued)				
Legal Issues for Supervisors and Managers	186199	9 a.m. - 4 p.m.	T, September 11, 2012	HRG/SUP
In-Depth Coaching: Lead Individual Change Interventions	186189	9 a.m. - 4 p.m.	ThF, September 20 & 21, 2012	ODC/MGT/ SUP
Strategic Planning and Measurement	186175	9 a.m. - 4 p.m.	WTh, September 26 & 27, 2012	MGT
Develop Leadership Skills	186173	9 a.m. - 4 p.m.	WTh, October 3 & 4, 2012	MGT
Lead Successful Team Intervention Strategies	186167	9 a.m. - 4 p.m.	ThF, December 6 & 7, 2012	MGT/ODC
Project Management				
Project Risk Management	185381 186219 186220	9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, April 13, 2012 <i>OR</i> F, September 7, 2012 <i>OR</i> TTh, November 13 & 15, 2012	PMC
Project Management and Chaos Theory	185385 186193	9 a.m. - 4 p.m.	F, May 4, 2012 F, October 12, 2012	PMC
Project Negotiation and Conflict Resolution	185386	6 p.m. - 9 p.m.	MW, May 7 & 9, 2012	PMC
Project Management for IT Professionals	185388	9 a.m. - 4 p.m.	F, May 11, 2012	PMC
Project Management and New Product Development	185389 186179	9 a.m. - 4 p.m.	F, May 18, 2012 <i>OR</i> F, October 26, 2012	PMC
Applied Project Management	185390 185394	6 p.m. - 9 p.m. 9 a.m. - 4 p.m.	MW, May 21 & 23, 2012 <i>OR</i> F, June 15, 2012	PMC
Project Procurement Management	185391	9 a.m. - 4 p.m.	F, June 1, 2012	PMC
Business Acumen for Technical Professionals	185393	9 a.m. - 4 p.m.	F, June 8, 2012	PMC
Project Management Foundations	186262 186185 186218 186186	9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 6 p.m. - 9 p.m. 6 p.m. - 9 p.m.	F, June 22, 2012 <i>OR</i> F, July 27, 2012 <i>OR</i> TTh, August 21 & 23, 2012 <i>OR</i> TTh, September 25 & 27, 2012	HRG/PMC
Project Initiation	186263 186201 186169	9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, June 29, 2012 <i>OR</i> F, August 3, 2012 <i>OR</i> TTh, October 2 & 4, 2012	PMC
Project Planning	186264 186176 186202	9 a.m. - 4 p.m. 9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	ThF, July 12 & 13, 2012 <i>OR</i> ThF, August 9 & 10, 2012 <i>OR</i> TTh, October 9, 11, 16 & 18, 2012	PMC
Project Execution	186183 186168	9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, August 17, 2012 <i>OR</i> TTh, October 23 & 25, 2012	PMC
Project Control and Closure	186212 186213	9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, August 24, 2012 <i>OR</i> TTh, November 6 & 8, 2012	PMC
Project Leadership	186192 186170	9 a.m. - 4 p.m. 6 p.m. - 9 p.m.	F, September 21, 2012 <i>OR</i> TTh, November 27 & 29, 2012	PMC
Test Preparation				
HR Certification Test Prep	186182	6 p.m. - 9 p.m.	T, September 11 - December 4, 2012	
Online HR Certification Test Prep	186196	n/a	September 24 - December 10, 2012	

Continuing Professional Education

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