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Certificate in Generational Communications and Management

Find out how other generations approach work, then discover something new about yourself and your generation. Gain critical generational communication skills. Instructors: Kassia Dellabough and Heather Dimitt.

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Duration: One month. Offered in Feb., April, June and Sept. \$189.
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- **Advanced Teaching Online**
Duration: One week, online. March 22–26; April 19–23; Aug. 23–27 and Oct. 18–22. \$209.
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Duration: One week, online. May 3–7 and Nov. 1–5. \$209.
- **Building Online Communities in Cyberspace**
Duration: One week, online. March 8–12, July 26–30 and Nov. 15–19. \$209.

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Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Instructors: Jennifer Selke and Suzanne Kart.

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- **Introduction to Social Networks**
Duration: One month. Offered in Feb., April, June and Sept. \$209.
- **Communicating and Marketing Using Social Networks**
Duration: One month. Offered in March, May, July and Oct. \$209.

Integrating Social Networks in Your Organization

Duration: One month. Offered in April, June, Aug. and Nov. \$209.

Telecommuting Certificate

Get the best professional development in telecommuting. For telecommuters, prospective telecommuters, those supervising telecommuters, decision makers, trainers, HR professionals, and anyone interested in telecommuting. Take the three online courses, take a 50 question test, and document your knowledge in this important and growing area for business, government and non-profit organizations, all for \$495. Instructors: William A. Draves, Greg Marsello and Julie Coates.

- **Keys to Telecommuting Success**
Duration: One month. Offered four times a year: Feb., April, June and Sept. \$159.

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Duration: One month. Offered four times a year: March, May, July and Oct. \$189.
- **Advanced Issues in Telecommuting**
Duration: One month. Offered four times a year: April, June, Aug. and Nov. \$209.

Managing Telecommuters

Get the best professional development in telecommuting and boost productivity and your organization's bottom line. For telecommuters, prospective telecommuters, those supervising telecommuters, decision makers, trainers, HR professionals, and anyone interested in telecommuting. Instructors: Julie Coates, Greg Marsello, William A. Draves
Three courses:

- **Keys to Telecommuting Success**
Duration: One month. Offered four times a year: Feb., April, June and Sept. \$159.
- **Supervision of Telecommuters**
Duration: One month. Offered four times a year: March, May, July and Oct. \$159.
- **Leadership Issues in Telecommuting**
Duration: One month. Offered four times a year: April, June, Aug. and Nov. \$209.

Developing Green Buildings

Get the theoretical and technical know-how to excel as a green professional in the new economy. Acquire an introduction to sustainability and how it lays the foundation for a deeper understanding of the green building process, including the renovating and re-design of older buildings. Practical tools and techniques are interwoven through the course to provide comprehensive training. Students who successfully complete this course are eligible and prepared to sit for the LEED Green Associate exam.

One course (online):
Duration: Two months. Offered 4 times a year: Feb.–March; April–May; June–July and Sept.–Oct. \$749. Sponsored by the U.S. Green Building Council.

Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing

performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Instructor: Sally Klauss.

One course (online):
Duration: Two months. Offered 4 times a year: Feb.–March, April–May, June–July and Sept.–Oct. \$425.

What to do now:



1. Go to the web page (see below) and click on your course/certificate of interest.
2. See when the next course starts.

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3. Register Today!

It's easy! Most courses are offered four times a year, and classes start the first Monday of the month.



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