



Extended**Studies**

Continuing Education and Professional Development
from the **University of Nevada, Reno**

Plan your year.

Build your career.

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You hold the keys to unlocking your potential.

Build your résumé, your confidence and your career with one- and two-day midweek courses, evening and weekend class sessions, leadership workshops at Lake Tahoe, custom certificates tailored to your training and scheduling needs, or online programs available anytime, anywhere. Taught by industry leaders and distinguished University faculty, nearly 100 new and time-tested noncredit courses and programs listed inside are designed with diverse interests, aspirations and schedules in mind.

Professional Development courses and programs from Extended Studies at the University of Nevada, Reno offer a focused and comprehensive educational experience delivering leading-edge skills and knowledge for professional advancement and personal enrichment. Unlock your potential. Register online at www.extendedstudies.unr.edu.

More individual courses now available!

Whether you're ready to commit to an in-depth, 10-course certificate, seeking a refresher in up-to-the-minute trends and issues, or looking to develop your skills and knowledge with classes in diverse subject areas, our conveniently scheduled one- and two-day courses deliver the training you need. Custom Management Certificates offer the freedom of taking the courses you want — at your own pace — to build a 10-course certificate demonstrating your commitment to a top-quality educational program. Management program certificates are awarded after completion of five core courses in Human Resources, Public or Supervisory Management, along with five elective courses.

Human Resources Management Core Courses

- Compensation and Benefits*
- Employee Relations*
- Employment, Placement and Practices*
- Human Resources Training and Development*
- Legal Aspects and Liability Issues for Employers*

Public Management Core Courses

- Administrative Law: Understanding Policy, Rules and Decisions
- Cooperative Government: Understanding Intergovernmental Relations
- Public Finance: How the Dollars are Distributed
- Public Sector Human Resources*
- Understanding Public Administration

Supervisory Management Core Courses

- Effective Communication Skills in the Workplace
- Legal Aspects and Liability Issues for Employers*
- Managing and Supervising People
- Performance Management*
- Strategies for Understanding Financial Statements

**Courses marked with an asterisk have been approved for six to 12 recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.*

Early registration is encouraged. All courses require a minimum enrollment and may be cancelled if you delay your registration. For full course descriptions, locations, and cancellation and refund policies, or to request an Extended Studies catalog, visit www.extendedstudies.unr.edu, or call (775) 784-4046 or 1-800-233-8928.

Course Series and Certificate Programs

In addition to one- and two-day courses, Extended Studies offers a diverse selection of leading-edge professional development certificate programs and course series offered over several days, weeks or months — or available anytime online!

Course Series and Certificate Programs

- Advanced Management Program
- Excellence in Nonprofit Management Institute
- Graphics Professional Series
- Human Resources Management Certificate
- **NEW!** The Leadership Challenge Workshops
- **NEW!** Legal Writing for Paralegals and Legal Assistants
- Mediation and Conflict Resolution
- Paralegal Studies Certificate Program
- Professional in Human Resources (PHR) Study Program
- Project Management Certificate Program
- Public Management Certificate
- **NEW!** Successful Sales — Using the DISC Assessment
- Supervisory Management Certificate

Online Certificates

- LearnLaw
- Professional Certificate in Fitness Business Management
- Professional Certificate in Nutrition for Optimal Health, Wellness and Sports
- Professional/Advanced Certificates in Personal Fitness Training
- Professional Certificate in Personal Training and Group Exercise for Older Adults
- Project Management
- Purchasing Management
- Six Sigma Green Belt and Black Belt

Register online today!

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Listed alphabetically under each heading, our courses and multiple-session programs may be taken independently and require no formal admission to the University. Take courses individually, or build a custom Management Certificate with five **Human Resources**, **Public** or **Supervisory Management** core courses and five **Certificate Electives**. You may also combine six select **Project Management** courses to earn a Project Management Certificate, or choose from our complete, multiple-session **Certificate Programs** in such areas as Advanced Management, Mediation and Paralegal Studies.

Visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928 for course and program descriptions, registration and more about professional development programs offered by Extended Studies at the University of Nevada, Reno.

Compensation and Benefits*

Nov. 20, 2008; Thurs., 9 a.m.-4 p.m.
Sched. #: 084CHR104 / \$195 / Instr.: Wheeler

May 5, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 091CHR104 / \$195 / Instr.: Wheeler

Employee Relations*

Sept. 18, 2008; Thurs., 9 a.m.-4 p.m.
Sched. #: 084CHR102 / \$195 / Instr.: Redmon

Feb. 25, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CHR102 / \$195 / Instr.: Redmon

Employment, Placement and Practices*

Jan. 29, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 091CHR101 / \$195 / Instr.: Jensen

June 2, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 093CHR101 / \$195 / Instr.: Jensen

Human Resources Training and Development*

Oct. 15, 2008; Wed., 9 a.m.-4 p.m.
Sched. #: 084CHR103 / \$205 / Instr.: Redmon

March 25, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CHR103 / \$205 / Instr.: Redmon

Legal Aspects and Liability Issues for Employers*

Dec. 4-5, 2008; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 084CSM102 / \$320 / Instr.: Hall

April 23-24, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM102 / \$320 / Instr.: Hall

Administrative Law: Understanding Policy, Rules and Decisions

Sept. 30, 2008; Tues., 9 a.m.-4 p.m.
Sched. #: 084CPM104 / \$195 / Instr.: Rankin

March 6, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 091CPM104 / \$195 / Instr.: Rankin

Cooperative Government: Understanding Intergovernmental Relations

Jan. 28, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CPM102 / \$195 / Instr.: Morin

June 3, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 093CPM102 / \$195 / Instr.: Morin

Public Finance: How the Dollars are Distributed

Nov. 19, 2008; Wed., 9 a.m.-4 p.m.
Sched. #: 084CPM103 / \$195 / Instr.: Sanada

May 21, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 091CPM103 / \$195 / Instr.: Sanada

Public Sector Human Resources*

Oct. 23, 2008; Thurs., 9 a.m.-4 p.m.
Sched. #: 084CPM105 / \$195 / Instr.: Morin

Feb. 11, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CPM105 / \$195 / Instr.: Morin

Understanding Public Administration

Dec. 9, 2008; Tues., 9 a.m.-4 p.m.
Sched. #: 084CPM101 / \$215 / Instr.: Herzik

April 30, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 091CPM101 / \$215 / Instr.: Herzik

Effective Communication Skills in the Workplace

Oct. 16-17, 2008; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 084CSM101 / \$320 / Instr.: Zimmerman

Feb. 19-20, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM101 / \$320 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Dec. 4-5, 2008; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 084CSM102 / \$320 / Instr.: Hall

April 23-24, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM102 / \$320 / Instr.: Hall

Managing and Supervising People

Jan. 22-23, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM103 / \$325 / Instr.: Beller

May 7-8, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM1032 / \$325 / Instr.: Beller

Performance Management*

Sept. 25-26, 2008; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 084CSM104 / \$330 / Instr.: Sanders

March 19-20, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091CSM104 / \$330 / Instr.: Sanders

Strategies for Understanding Financial Statements

Nov. 5, 2008; Wed., 9 a.m.-4 p.m.
Sched. #: 084CSM105 / \$195 / Instr.: Kalt

June 5, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 093CSM105 / \$195 / Instr.: Kalt

Advanced Grantwriting

Oct. 8, 2008; Wed., 9 a.m.-4 p.m.
Sched. #: 084CX185 / \$195 / Instr.: French

Applying Emotional Intelligence in the Workplace

Feb. 27, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 091CX146 / \$195 / Instr.: Prendergast

Business Writing for Results

March 12-13, 2009; Thurs.-Fri., 9 a.m.-noon
Sched. #: 091CX132 / \$195 / Instr.: Brown

Change Management: The Art of Letting Go and Moving On

March 27, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 091CX102 / \$195 / Instr.: Hernandez

Conducting an Effective Workplace Investigation*

April 2-3, 2009; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 091AHR101 / \$700 / Instr.: Rezac

Conducting Successful Interviews*

Dec. 11, 2008; Thurs., 9 a.m.-4 p.m.
Sched. #: 084CX106 / \$195 / Instr.: Jensen

July 9, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 093CX106 / \$195 / Instr.: Jensen

Delegating Efficiently and Effectively

Feb. 18, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CX225 / \$195 / Instr.: Frenkel

Developing Your Employees — Increasing Your Team's Performance

Oct. 9, 2008; Thurs., 8 a.m.-5 p.m.
Sched. #: 084CX219 / \$225 / Instr.: Vassiliou

*Courses marked with an asterisk have been approved for six to 12 recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.



Effective Discipline and Documentation*

Oct. 2, 2008; Thurs., 9 a.m.-4 p.m.
Sched. #: 084CX111 / \$195 / Instr.: Jensen
May 14, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 091CX111 / \$195 / Instr.: Jensen

Employee Orientations: From Design to Implementation*

Feb. 12, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 091CX108 / \$195 / Instr.: Jensen
Aug. 4, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 093CX108 / \$195 / Instr.: Jensen

Employee Retention Tactics that Work*

May 19, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 091CX204 / \$195 / Instr.: Redmon

Enhancing Your Listening Skills

Oct. 10, 2008; Fri., 9 a.m.-4 p.m.
Sched. #: 084CX115 / \$195 / Instr.: Zimmerman

Facilitation Skills*

May 12, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 091CX113 / \$195 / Instr.: Barthel

NEW! Getting Organized: The GO® System

March 4, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CX226 / \$375 / Instr.: Hanks

How to Design and Conduct a Training Needs Assessment

June 18, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 093CX148 / \$195 / Instr.: Vassiliou

Planning and Implementing Employee Events and Recognition Programs*

March 10, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 091CX212 / \$195 / Instr.: Redmon

The Power of Coaching: Tapping Human Potential to Maximize Performance and Profits

April 7, 2009; Tues., 9 a.m.-4 p.m.
Sched. #: 091CX211 / \$195 / Instr.: Prendergast

Situational Leadership Skills: Knowing What to Do and How to Do It

June 11, 2009; Thurs., 9 a.m.-4 p.m.
Sched. #: 093CX208 / \$195 / Instr.: Minarik

Strategies for Handling Workplace Violence*

March 18, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CX129 / \$195 / Instr.: Frenkel

Strength-Based Leadership

Feb. 6, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 091CX200 / \$225 / Instr.: Minarik

NEW! Talking till You're Blue? How to Handle Difficult Conversations

April 10, 2009; Fri., 9 a.m.-4 p.m.
Sched. #: 091CX228 / \$225 / Instr.: Harmon

Who's in Control? Managing Your Time and Work Flow

July 17, 2009; Fri., 8 a.m.-5 p.m.
Sched. #: 093CX218 / \$225 / Instr.: Vassiliou

Working with the Problem Employee*

Oct. 29, 2008; Wed., 9 a.m.-4 p.m.
Sched. #: 084CX128 / \$195 / Instr.: Redmon
April 29, 2009; Wed., 9 a.m.-4 p.m.
Sched. #: 091CX128 / \$195 / Instr.: Redmon

PROJECT MANAGEMENT

NEW! Getting the Most and the Best Out of Your Projects

Dec. 18, 2008; Thurs., 8:30 a.m.-noon
Sched. #: 084CPML302 / \$99 / Instr.: Ball

IT Project Management

Dec. 16-17, 2008; Tues.-Wed., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML2051 / \$555 by Nov. 25; \$625 after Nov. 25
Instr.: Ball

April 23-24, 2009; Thurs.-Fri., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML205 / \$555 by April 1; \$625 after April 1
Instr.: Ball

Managing Project Quality

Dec. 9-10, 2008; Tues.-Wed., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML105 / \$555 by Nov. 20; \$625 after Nov. 20
Instr.: Webb

April 1-2, 2009; Wed.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML105 / \$555 by March 11; \$625 after March 11
Instr.: Webb

Managing Project Risks

Nov. 18-19, 2008; Tues.-Wed., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML104 / \$555 by Oct. 28; \$625 after Oct. 28
Instr.: Ball

March 11-12, 2009; Wed.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML104 / \$555 by Feb. 18; \$625 after Feb. 18
Instr.: Ball

Managing with MS Project™

Dec. 2-4, 2008; Tues.-Thurs., 6-9 p.m.
Sched. #: 084CPML202 / \$250 by Nov. 13; \$325 after Nov. 13
Instr.: Manibog

May 19-21, 2009; Wed.-Thurs., 6-9 p.m.
Sched. #: 091CPML202 / \$250 by April 30; \$325 after April 30
Instr.: Manibog

Preparing for the Project Management Institute PMP Exam

Sept. 10-11, 2008; Wed.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML3001 / \$995 / Instr.: Ball

Project Communication and Human Resources

(Formerly Project Leadership)

Oct. 28-29, 2008; Tues.-Wed., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML1031 / \$555 by Oct. 7; \$625 after Oct. 7
Instr.: Churchill

April 29-30, 2009; Wed.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML103 / \$555 by April 8; \$625 after April 8
Instr.: Churchill

Project Cost Management

(Formerly Budgeting and Contract Management)

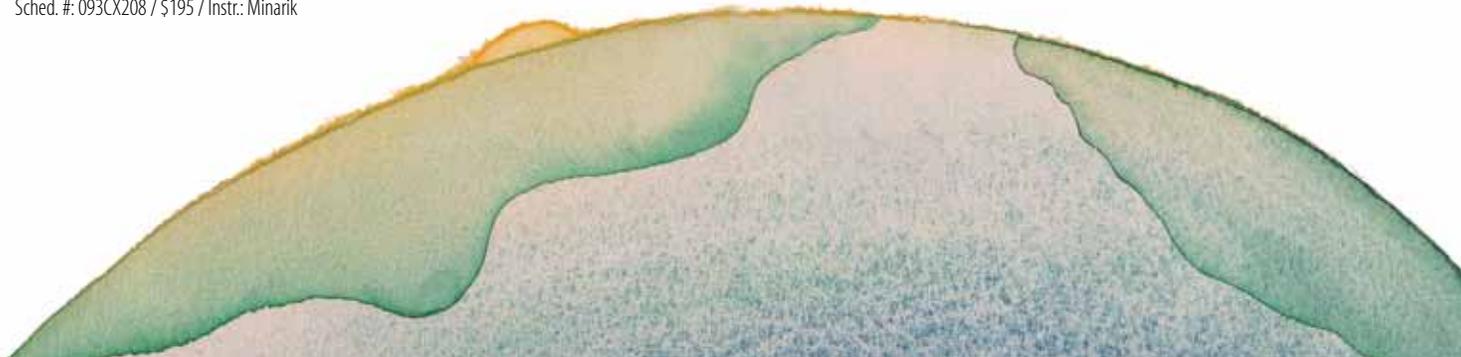
Oct. 14-15, 2008; Tues.-Wed., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML203 / \$555 by Sept. 23; \$625 after Sept. 23
Instr.: Webb

Feb. 18-19, 2009; Wed.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML203 / \$555 by Jan. 28; \$625 after Jan. 28
Instr.: Webb

Project Management Essentials

Sept. 23-25, 2008; Tues.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 084CPML101 / \$725 by Sept. 2; \$825 after Sept. 2
Instr.: Churchill

Jan. 27-29, 2009; Tues.-Thurs., 8:30 a.m.-4:30 p.m.
Sched. #: 091CPML101 / \$725 by Jan. 9; \$825 after Jan. 9
Instr.: Churchill



Advanced Management Program

Sept. 13-Dec. 3, 2008; Sat., 9 a.m.-3 p.m.;
select Tues.-Wed., 6-9 p.m.

Sched. #: 084AMP101 / \$1,675 by Aug. 29; \$1,875 after Aug. 29

Instrs.: University of Nevada, Reno faculty

Feb. 7-April 29, 2009; Sat., 9 a.m.-3 p.m.;
select Tues.-Wed., 6-9 p.m.

Sched. #: 091AMP101 / \$1,675 by Jan. 5; \$1,875 after Jan. 5

Instrs.: University of Nevada, Reno faculty

Beginning Mediation and Conflict Resolution*

Nov. 6-8 and 13-15, 2008; Thurs., 5-9 p.m.;
Fri.-Sat., 8:30 a.m.-5:30 p.m.

Sched. #: 084CMCR101 / \$875 by Oct. 10; \$1,075 after Oct. 10

(plus \$20 fee for optional CEUs) / Instr.: Barthel

Excellence in Nonprofit Management Institute

April 20-24, 2009; Mon.-Thurs., 8 a.m.-5 p.m.;
Fri., 8 a.m.-3 p.m.

Sched. #: 091CNP109 / \$900 by Feb. 27; \$1,100 after Feb. 27

Instrs.: Nonprofit management professionals

NEW! The Leadership Challenge® Workshops

Oct. 23-24 or Oct. 23-26, 2008;
Thurs.-Sat., 9 a.m.-5 p.m.; Sun., 9 a.m.-4 p.m.

Two-day program: \$2,195 by Sept. 22; Sched. #: 084LEAD101

Four-day program: \$4,390 by Sept. 22; Sched. #: 084LEAD102

Instr.: Christoffersen / Held in Tahoe City, Calif.

NEW! Legal Writing for Paralegals and Legal Assistants

Jan. 26-Feb. 12, 2009; Mon. and Thurs., 6-9 p.m.

Sched. #: 091PARA104 / \$399 by Jan. 5; \$449 after Jan. 5

Instr.: Spoo

Paralegal Studies Certificate Program

Sept. 20-Dec. 7, 2008; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 084PARA101 / \$1,695 by Aug. 29; \$1,895 after Aug. 29

Instrs.: Kosach and Spoo

Jan. 24-April 26, 2009; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 091PARA101 / \$1,695 by Jan. 5; \$1,895 after Jan. 5

Instrs.: Kosach and Spoo

Professional in Human Resources (PHR) Study Program

Sept. 16-Dec. 2, 2008; select Tues., 3:30-7 p.m.

Sched. #: 084PHR101 / \$1,150 by Aug. 29; \$1,300 after Aug. 29

Instrs.: Human resources professionals

Feb. 2-April 27, 2009; select Mon., 5-8:30 p.m.

Sched. #: 091PHR101 / \$1,150 by Jan. 9; \$1,300 after Jan. 9

Instrs.: Human resources professionals

NEW! Successful Sales — Using the DiSC® Assessment

Oct. 17-Nov. 14, 2008; Fri., 9 a.m.-noon

Sched. #: 084CX227 / \$425 individual; \$350 group / Instr.: Baker



Beginning Illustrator® CS3

Sept. 30-Oct. 9, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX907 / \$349 / Instr.: Welch

Beginning InDesign® CS3

Dec. 2-4, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX915 / \$299 / Instr.: Welch

Beginning Photoshop® CS3

Oct. 21-30, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX901 / \$349 / Instr.: Welch

Intensive Photoshop® CS3

Dec. 16-18, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX902 / \$299 / Instr.: Welch

Introduction to Dreamweaver® CS3

Oct. 14-16, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX905 / \$299 / Instr.: Welch

Photoshop® Elements 6 Advanced

Dec. 6 and 13, 2008; Sat., 9 a.m.-noon

Sched. #: 084CX944 / \$79 / Instr.: Welch

Photoshop® Elements 6 Basics

Oct. 11 and 18, 2008; Sat., 9 a.m.-noon

Sched. #: 084CX9431 / \$79 / Instr.: Welch

Nov. 3 and 10, 2008; Mon., 6-9 p.m.

Sched. #: 084CX9432 / \$79 / Instr.: Welch

Photoshop® for Photographers

Dec. 9-11, 2008; Tues.-Thurs., 6-9 p.m.

Sched. #: 084CX914 / \$299 / Instr.: Welch

Using a Digital Camera

Sept. 27 and Oct. 4, 2008; Sat., 9 a.m.-noon

Sched. #: 084CX942 / \$79 / Instr.: Welch

Using a Digital SLR Camera

Nov. 8 and 15, 2008; Sat., 9 a.m.-noon

Sched. #: 084CX913 / \$79 / Instr.: Welch

Class Locations

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit www.extendedstudies.unr.edu.

Added Value — Lunch and Parking!

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for Extended Studies professional development courses held on the University campus include parking near the Continuing Education Building. Additional information about permits and parking availability for Extended Studies registrants will be included in confirmation letters sent prior to class. Parking is available at Redfield Campus without a permit.

Register online today!
www.extendedstudies.unr.edu
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Extended Studies
University of Nevada, Reno

Professional Development 2008-09 / Course Schedule at a Glance

The following courses may be taken independently, and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu, or call (775) 784-4046 or 1-800-233-8928.

September 2008

- 10-11 Preparing for the Project Management Institute PMP Exam
- 13 Advanced Management Program begins (12 sessions)
- 16 Professional in Human Resources (PHR) Study Program begins (11 sessions)
- 18 Employee Relations
- 20 Paralegal Studies Certificate Program begins (16 sessions)
- 23-25 Project Management Essentials
- 25-26 Performance Management
- 27 Using a Digital Camera begins (2 sessions)
- 30 Administrative Law: Understanding Policy, Rules and Decisions
- 30 Beginning Illustrator® CS3 begins (2 sessions)

October 2008

- 2 Effective Discipline and Documentation
- 8 Advanced Grantwriting
- 9 Developing Your Employees — Increasing Your Team's Performance
- 10 Enhancing Your Listening Skills
- 11 Photoshop® Elements 6 Basics begins (2 sessions)
- 14-15 Project Cost Management
- 14-16 Introduction to Dreamweaver® CS3
- 15 Human Resources Training and Development
- 16-17 Effective Communication Skills in the Workplace
- 17 Successful Sales — Using the DiSC® Assessment begins (5 sessions)
- 21 Beginning Photoshop® CS3 begins (6 sessions)
- 23 Public Sector Human Resources
- 23-26 The Leadership Challenge® Workshops
- 28-29 Project Communication and Human Resources
- 29 Working with the Problem Employee

November 2008

- 3 Photoshop® Elements 6 Basics begins (2 sessions)
- 5 Strategies for Understanding Financial Statements
- 6 Beginning Mediation and Conflict Resolution begins (6 sessions)
- 8 Using a Digital SLR Camera begins (2 sessions)
- 18-19 Managing Project Risks
- 19 Public Finance: How the Dollars are Distributed
- 20 Compensation and Benefits

December 2008

- 2-4 Beginning InDesign® CS3
- 2-4 Managing with MS Project™
- 4-5 Legal Aspects and Liability Issues for Employers
- 6 Photoshop® Elements 6 Advanced begins (2 sessions)
- 9 Understanding Public Administration
- 9-10 Managing Project Quality
- 9-11 Photoshop® for Photographers
- 11 Conducting Successful Interviews
- 16-17 IT Project Management
- 16-18 Intensive Photoshop® CS3
- 18 Getting the Most and the Best Out of Your Projects

January 2009

- 22-23 Managing and Supervising People
- 24 Paralegal Studies Certificate Program begins (16 sessions)
- 26 Legal Writing for Paralegals and Legal Assistants begins (6 sessions)
- 27-29 Project Management Essentials
- 28 Cooperative Government: Understanding Intergovernmental Relations
- 29 Employment, Placement and Practices

February 2009

- 2 Professional in Human Resources (PHR) Study Program begins (11 sessions)
- 6 Strength-Based Leadership
- 7 Advanced Management Program begins (12 sessions)
- 11 Public Sector Human Resources
- 12 Employee Orientations: From Design to Implementation
- 18 Delegating Efficiently and Effectively
- 18-19 Project Cost Management
- 19-20 Effective Communication Skills in the Workplace
- 25 Employee Relations
- 27 Applying Emotional Intelligence in the Workplace

March 2009

- 4 Getting Organized: The G0® System
- 6 Administrative Law: Understanding Policy, Rules and Decisions
- 10 Planning and Implementing Employee Events and Recognition Programs
- 11-12 Managing Project Risks

- 12-13 Business Writing for Results
- 18 Strategies for Handling Workplace Violence
- 19-20 Performance Management
- 25 Human Resources Training and Development
- 27 Change Management: The Art of Letting Go and Moving On

April 2009

- 1-2 Managing Project Quality
- 2-3 Conducting an Effective Workplace Investigation
- 7 The Power of Coaching: Tapping Human Potential to Maximize Performance and Profits
- 10 Talking till You're Blue? How to Handle Difficult Conversations
- 20-24 Excellence In Nonprofit Management Institute
- 23-24 IT Project Management
- 23-24 Legal Aspects and Liability Issues for Employers
- 29 Working with the Problem Employee
- 29-30 Project Communication and Human Resources
- 30 Understanding Public Administration

May 2009

- 5 Compensation and Benefits
- 7-8 Managing and Supervising People
- 12 Facilitation Skills
- 14 Effective Discipline and Documentation
- 19 Employee Retention Tactics that Work
- 19-21 Managing with MS Project™
- 21 Public Finance: How the Dollars are Distributed

June 2009

- 2 Employment, Placement and Practices
- 3 Cooperative Government: Understanding Intergovernmental Relations
- 5 Strategies for Understanding Financial Statements
- 11 Situational Leadership Skills: Knowing What to Do and How to Do It
- 18 How to Design and Conduct a Training Needs Assessment

July 2009

- 9 Conducting Successful Interviews
- 17 Who's in Control? Managing Your Time and Work Flow

August 2009

- 4 Employee Orientations: From Design to Implementation



University of Nevada, Reno
Extended Studies/0048
Reno, Nevada 89557-1048