Human Resources, Training and Organizational Development
NEW THIS YEAR

Because professionals like you require a broad skill set, we strive to offer a wide range of courses to meet your diverse needs. And with such a comprehensive collection, it’s important to make it as easy as possible for you to find the right courses.

That’s why we’ve combined our popular Human Resources, Training and Organizational Development areas into this single brochure.

As you browse the following pages, you’ll find it easier than ever to identify the opportunities that best meet all of your professional development needs.

COMPLETE A PROFESSIONAL CERTIFICATE

Professional certificates are the fastest-growing postsecondary credential awarded today. Often used as a stepping stone or supplement to a degree, certificates consist of noncredit, hands-on courses in a specific career discipline.

WHY CHOOSE SCE?

UWM is Wisconsin’s premier public, urban university with a strong international reputation for excellence in education. At UWM’s School of Continuing Education, you will receive:

- Instruction from local industry experts with real-world knowledge and advice
- Opportunities to network with like-minded professionals
- Convenient downtown location
- Amenities including course materials, meals and discounted parking

Whether you’re a working professional, recent college grad or trying to make a career change, a professional certificate from SCE will help you achieve your goal. Find the right program for you this fall!

HR QUESTIONS CONTACT
Mary Piwaron
mgv@uwm.edu
414-227-3216

TRAINING & OD QUESTIONS CONTACT
Latonia Pernell
ldglass@uwm.edu
414-227-3336
CORE

Human Resources Business Partnership: Impacting Business Outcomes
2 Wed., Mar. 11-18  Program No. 5040-7839
Fee: $895 | Early Bird: $845 if registered by Feb. 25
OR
2 Tue., Sept. 8-15  Program No. 5040-7838
Managing Change
May 12  Program No. 5050-7734
Fee: $395 | Early Bird: $345 if registered by Apr. 28
Influence Without Authority
May 14  Program No. 5050-7733
Fee: $395 | Early Bird: $345 if registered by Apr. 30
Effective Interpersonal Communication Skills
June 10-11  Program No. 5050-7731
Fee: $895 | Early Bird: $845 if registered by May 27

ELECTIVES

Potential Landmines in the Interviewing and Hiring Process
Mar. 17  Program No. 5040-7756
Fee: $395 | Early Bird: $345 if registered by Mar. 3
OR
Sep. 16  Program No. 5040-7748
The Wage and Hour Nightmare: Understanding the Ins and Outs of the FLSA
Mar. 18  Program No. 5040-7715
Fee: $395 | Early Bird: $345 if registered by Mar. 4

Many of these courses are approved for general credit hours toward PHR, SPHR and GPHR recertification. See website for details.

PHR/SPHR Certification Preparation
Feb. 5-May 7  Program No. 5040-7837
Fee: $1325 | Early Bird: $1275 if registered by Jan. 22

Ethics and Boundaries for the Employee Assistant Professional
Mar. 2-31  Program No. 5040-7841
Fee: $99
OR
Apr. 6-30  Program No. 5040-7842
OR
May 4-31  Program No. 5040-7843

Return on Investment – Training Evaluation and Learning Transfer Techniques
Mar. 19  Program No. 7710-7883
Fee: $395 | Early Bird: $375 if registered by Mar. 5

Designing Training Support Materials: Instructor and Learner Manuals
Mar. 24  Program No. 7710-7876
Fee: $199 | Early Bird: $179 if registered by Mar. 10

Designing Learner Engagement Tools: Games, Icebreakers, and Energizers
May 7  Program No. 7710-7913
Fee: $199 | Early Bird: $179 if registered by Apr. 23

Implementing On The Job Training - The Total Package
June 16  Program No. 7710-7882
Fee: $395 | Early Bird: $375 if registered by June 2

Building a Strong Foundation through Employee On-Boarding
June 17  Program No. 7710-7897
Fee: $199 | Early Bird: $179 if registered by June 3
### Sexual Harassment in the Workplace: How to Protect the Employer

<table>
<thead>
<tr>
<th>Date</th>
<th>Program No.</th>
<th>Fee/Early Bird Fee</th>
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<tbody>
<tr>
<td>Mar. 19</td>
<td>5040-7720</td>
<td>$395/$345</td>
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<td>OR Sep. 24</td>
<td>5040-7721</td>
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### Collective Bargaining: Tactics, Techniques and Table Manners

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<tr>
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<th>Program No.</th>
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<tbody>
<tr>
<td>Mar. 23-25</td>
<td>5045-7502</td>
<td>$1165/$1165</td>
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<tr>
<td>OR Sep. 21-23</td>
<td>5045-7952</td>
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### Compensation Program Design and Administration

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<tr>
<th>Date</th>
<th>Program No.</th>
<th>Fee/Early Bird Fee</th>
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<tbody>
<tr>
<td>Mar. 26-27</td>
<td>5040-7757</td>
<td>$895/$845</td>
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<tr>
<td>OR Nov. 4-5</td>
<td>5040-7761</td>
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### The National Labor Relations Act: Practical Considerations

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<th>Program No.</th>
<th>Fee/Early Bird Fee</th>
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<tbody>
<tr>
<td>Apr. 1</td>
<td>5040-7777</td>
<td>$395/$345</td>
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<tr>
<td>OR Sep. 29</td>
<td>5040-7765</td>
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### Successfully Defending Retaliation and Discrimination Claims

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<tr>
<td>OR Oct. 15</td>
<td>5040-7722</td>
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### Assessments and 360s: Love 'em or Leave 'em

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<tr>
<td>OR Oct. 22</td>
<td>5040-7724</td>
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### How Employers can Defend against Worker's Compensation Claims

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<tbody>
<tr>
<td>Apr. 29</td>
<td>5040-7762</td>
<td>$395/$345</td>
</tr>
<tr>
<td>OR Oct. 28</td>
<td>5040-7760</td>
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### Understanding the Interplay Between the ADA and FMLA

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<tbody>
<tr>
<td>Apr. 30</td>
<td>5040-7716</td>
<td>$395/$345</td>
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Legend:  
- **= Face to Face**  
- **= Online**
Train the Trainer Certificate
Learn the best practices and latest techniques in professional training. We offer programming that focuses on the design, facilitation, and management of training programs. Whether you are new to the field or looking to build on your knowledge base, we have programs to meet your needs. Visit uwm.edu/sce-ttt for full certificate and course details.

Earn the certificate by completing both Units I and II (face-to-face or online formats) in as little as 12 months. Courses can also be taken individually.

Master Trainer Certificate
Build on knowledge gained in Train the Trainer to demonstrate your proficiency in developing and delivering training. Visit uwm.edu/sce-ttt for full certificate and course details.

Earn the certificate by completing Train the Trainer Units I and II and the Master Trainer Capstone Project and Presentation in as little as 18 months (not to exceed three years). Courses can also be taken individually.

CORE
Train the Trainer Unit I: Design and Development of Training Programs
Mar. 11-13 Program No. 7710-7419
Fee: $895 | Early Bird: $845 if registered by Feb. 25
OR
Apr. 6-June 1 Program No. 7710-7417
Fee: $975 | Early Bird: $925 if registered by Mar. 23

Train the Trainer Unit II: Presentation and Delivery of Training Programs
May 13-15 Program No. 7710-7416
Fee: $895 | Early Bird: $845 if registered by Apr. 29
OR
June 8-Aug. 3 Program No. 7710-7418
Fee: $975 | Early Bird: $925 if registered by May 25

Prerequisites: Unit I: Design and Development of Training Programs Online only must be taken prior to this course.

Master Trainer Capstone Project and Presentation
Mar. 18* Program No. 7710-7878
Fee: $795
OR
Sept. 17* Program No. 7710-7877
OR
Register any time Program No. 7710-7563

Those registering for the online option will be expected to record their training program and submit it electronically.

*Please note that this will be the date you will present your training session for evaluation. You will be expected to turn in all other project assignments prior to this date.

“I’ve been so impressed with UWM and the people I’ve met, that I’ve continued taking more classes and earning more certificates.” --Michelle Paszek
Organizational Development Certificate
Prepare for workforce changes, change management and succession planning. Get a snapshot of what organizational development and planning really is, and move into knowledge transfer, succession planning and talent management. Discover tools to gain buy-in and implementation tactics for the OD plan. Visit uwm.edu/sce-od for full list of elective courses, certificate and course details.

Earn the certificate by completing two core programs and three electives in as little as 18 months. First program must be Fundamentals of Organizational Development and Change Management. Courses can also be taken individually.

Many of these courses are approved for general credit hours toward PHR, SPHR and GPHR recertification. See website for details.

Solution-Focused Business Professional Certificate
Quickly build positive change in a wide range of work settings using practical solutions-focused training. Effectively use dialogue to build motivation, clarity and rapid action with even the most difficult customer and find processes and tools to use with the most challenging groups. Visit uwm.edu/sce-od for full certificate details.

 Apr. 13-Aug. 10, 2015
Program No. 7710-7786
Fee: $1795 | Early Bird: $1495 if registered by Mar. 30

CORE

Fundamentals of Organizational Development and Change Management
Apr. 8-9  Program No. 7710-7477
Fee: $795 | Early Bird: $745 if registered by Mar. 25

Organizational Development Plan and Implementation
Prerequisite: Fundamentals of Organizational Development and Change Management
June 10-11  Program No. 7710-7415
Fee: $795 | Early Bird: $745 if registered by May 27

See uwm.edu/sce-od for electives.
Register:
uw.m.edu/sce-registration
800-222-3623 | 414-227-3200
Mon.-Fri., 8am-5pm CST

Location:
Programs will be held at the UWM School of Continuing Education, 161 W. Wisconsin Avenue. SCE is conveniently located in downtown Milwaukee.

For the latest information on getting to and from SCE, visit uw.m.edu/sce-directions. The webpage includes access to printable color PDFs of current maps, information about parking, public transportation information and other details relevant to our location. Visit uw.m.edu/sce-hotels for an abundance of nearby lodging and entertainment options.

Program Cancellations/Refunds
A full refund is issued to program participants if the School of Continuing Education cancels a program for any reason. Participant withdrawals made at least two weeks (14 days) prior to the start of a program can receive a 100% refund. When a participant withdraws less than two weeks prior to the program start, participants may have their fees transferred one time to any currently available program, otherwise participants will receive a refund minus a 20% administrative fee. For programs with a fee of $35 or less, no refund will be given. Once a program has begun, refunds are no longer issued.

More SCE Professional Development:

- BUSINESS & MANAGEMENT
  uw.m.edu/sce-business
- BUSINESS ANALYSIS
  uw.m.edu/sce-ba
- BUSINESS PROCESS IMPROVEMENT
  uw.m.edu/sce-businessimprovement
- CUSTOMIZED TRAINING
  uw.m.edu/sce-customized
- LANGUAGES
  uw.m.edu/sce-languages
- MANAGEMENT DEVELOPMENT
  uw.m.edu/sce-mgmt
- MARKETING & TECHNOLOGY
  uw.m.edu/sce-marketingtech
- PROJECT MANAGEMENT
  uw.m.edu/sce-pm
- SMALL BUSINESS DEVELOPMENT CENTER
  uw.m.edu/sce-sbdc
Complete a Professional Certificate from UWM

- Industry-expert instructors
- Relevant curriculum
- Network with like-minded professionals
- Convenient downtown location
- Increase your earning potential

Take the first step today & visit the web for more info: uwm.edu/sce-HRTrainingOD

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School of Continuing Education
161 W. Wisconsin Ave., Ste. 6000
Milwaukee, WI 53203-2602

DON'T FORGET TO USE THESE CODES WHEN REGISTERING
Your Keycode: WPDF
Your Message Code: SP-25-14-W