Certificate in Public Administration

SPRING 2014

Communication
Critical Thinking Skills
Emotional Intelligence
Ethics & Values
Negotiation Skills
Personnel Management
Public Meeting Moderation
Time Management

Earn Your Public Administration Certificate

Complete five core workshops and 17 one-day electives within 2.5 years. All courses are taught by experienced UWM and ad hoc faculty who bridge the gap between practice and theory.

Register for Workshops Today to Receive Early Bird Discounts!

For more information:
- sce-PublicAdmin.uwm.edu
- Shirley J. Bufford at 414-227-3157 or bufford@uwm.edu
- To register by phone, call 414-227-3200

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Earn a Certificate in Public Administration

Students in the Certificate in Public Administration program are supervisors, managers, and administrators as well as those seeking promotion to those positions. Core workshops and electives enhance analytic capabilities and skills in managing a range of public services, including elected office, public works, social services, health and public safety.

Complete five core workshops and 17 one-day electives within 2.5 years. Visit sce-publicadmin.uwm.edu for full core and elective workshop details.

Spring 2014 Courses (Note: All workshops are from 8:30am-3pm)

Personnel Management Overview
Get acquainted with a range of HR and personnel management topics in the public sector. Recruiting, promotion, compensation, performance evaluation, and other important HR areas will be discussed.

- Feb. 3-4, 8:30am-3pm
- Instructor: Donna Shepard
- Fee: $330 / $300 (register by Jan. 24)
- CEUs: 1.2
- Program No. 7310-6621

Communication DOs and DON'Ts for Public Managers
Learn the techniques practiced by master communicators so that you can gain better understanding and cooperation. Lessons apply to both written and oral communication.

- Feb. 19, 8:30am-3pm
- Instructor: Al Guyant
- Fee: $165 / $150 (register by Feb. 7)
- CEUs: 0.6
- Program No. 7310-6622

Ethics, Values and the Public Manager
Explore key approaches to promote proper conduct, manage ethically and handle potential problems in enforcing rules on behavior.

- Mar. 5, 8:30am-3pm
- Instructor: Patricia Clason
- Fee: $165 / $150 (register by Feb. 21)
- CEUs: 0.6
- Program No. 7310-6638

Building Critical Thinking Skills in Today’s Public Manager
Gain techniques that will assist you in the critical thinking process. Explore the fundamentals of becoming a more critical thinker as well as promoting skills in others.

- Mar. 19, 8:30am-3pm
- Instructor: Shirley Bufford
- Fee: $165 / $150 (register by Mar. 7)
- CEUs: 0.6
- Program No. 7310-5902

Negotiation Skills for Public Managers: ‘Winning’ Without Creating ‘Losers’
Learn what to do – and what not to do – to increase your ability to negotiate a satisfactory resolution. Explore the emphasis placed on the practical realities of negotiating in all aspects of professional life.

- Apr. 2, 8:30am-3pm
- Instructor: Nelson Soler
- Fee: $165 / $150 (register by Mar. 21)
- CEUs: 0.6
- Program No. 7310-6645

How to Plan and Conduct an Effective Public Meeting
This workshop will take a look at best practices in holding open meetings, Wisconsin open meeting law, moderating techniques and much more. No prior experience is required.

- Apr. 30, 8:30am-3pm
- Instructor: Al Guyant
- Fee: $165 / $150 (register by Apr. 18)
- CEUs: 0.6
- Program No. 7310-6653

 Emotional Intelligence and Communication Skills for Public Managers
Develop your emotional intelligence proficiency in self-awareness and interpersonal communication. Moving into the new millennium, who survives and who thrives will be determined by mastery of these skills.

- May 14, 8:30am-3pm
- Instructor: Patricia Clason
- Fee: $165 / $150 (register by May 2)
- CEUs: 0.6
- Program No. 7310-6640

Controlling the Time Robbers in the Public Sector
Responsibility, completion and planning are the three principles of time mastery. Learn to create a system of professional and personal productivity.

- May 28, 8:30am-3pm
- Instructor: Shirley Bufford
- Fee: $165 / $150 (register by May 16)
- CEUs: 0.6
- Program No. 7310-6657

Online Electives Now Available!

- Stress, Health and Productivity
- Strategies to Defuse Explosive Situations

Visit sce-publicadmin.uwm.edu for details

To Register

Online: sce-registration.uwm.edu
Phone: 8am-5pm (Central) M-F
414-227-3200 - Direct
800-222-3623 - Toll Free

General Information

Transfer of CEUs from Non-UWM Workshops
You may transfer a maximum of 1.2 CEUs earned from affiliated training workshops. The program director makes decisions on a case-by-case basis for CEUs.

Expiration of CEUs within the Certificate
CEUs earned prior to a seven-year absence will no longer count toward completion of the certificate. The program director will consider any appeals or exceptions on a case-by-case basis.

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, if a participant withdraws within two weeks of the start date. Once a program has begun, refunds are no longer issued.

“I am very happy with the whole package. UWM has made it both easy and enjoyable to continue with my education.”

T. Singbeil, Public Administration Participant