Earn Your Public Administration Certificate

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

For more information:
- uwcm.edu/sce-PublicAdmin
- Shirley J. Burks at 414-227-3157 or sbufford@uwm.edu

To register by phone, call 414-227-3200

Register for Workshops Today to Receive Early Bird Discounts!

uwm.edu/sce-PublicAdmin

Certificate in Public Administration

Budgeting Basics
Communication Skills
Critical Thinking Skills
Ethics and Values
Leadership
Meeting Planning
Motivating Employees
Negotiation Skills
Presenting Yourself

SCHOOL OF CONTINUING EDUCATION
Spring 2015

uwm.edu/sce-PublicAdmin
**Earn a Certificate in Public Administration**

Students in the Public Administration Certificate 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.

Visit uwm.edu/sce-PublicAdmin for full core and elective course details.

### Spring 2015 Courses  (Note: All workshops are from 8:30am-3pm)

**Motivating Employees in the Public Sector: Getting More Done With Less**

Look at key principles of motivation and how to apply those principles with various public sector employees. Leave the workshop with ideas on how to motivate an unmotivated or overworked employee, as well as how to keep your high achievers going strong.

**Program No. 7310-7862**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Feb. 20)

**Instructor:** Patricia Clason

**Wed., Mar. 4**

**How to Plan and Conduct an Effective Meeting**

For public sector administrators and non-public employees who conduct meetings involving the general public. Actively engage in discussions on best practices for holding open meetings, Wisconsin open meeting law, moderating techniques and much more. No prior experience is required.

**Program No. 7310-7867**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Apr. 3)

**Instructor:** Gary F. Keller

**Wed., Apr. 15**

**Negotiation Skills for Public Managers: ‘Winning’ Without Creating ‘Losers’**

Effective managers must be able to influence the behavior and actions of their team members, coworkers, the public and others. Focus on ways to develop and maintain win-win relationships while resolving differences in real-world day-to-day situations.

**Program No. 7310-7282**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Mar. 6)

**Instructor:** Shirley J. Burks

**Wed., Mar. 18**

**Leadership for Public Administrators**

Examine factors involved in becoming a leader, how to develop and express leadership abilities, and how context affects your leadership behavior. Acquire skills to promote change and innovation, and motivate others through specific programs and activities.

**Program No. 7310-7727**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Apr. 3)

**Instructor:** Al Guyant

**Wed., Apr. 15**

**Building Critical Thinking Skills in Today’s Public Manager**

Gain techniques that will assist you and your team in the critical-thinking process. Explore the fundamentals of becoming a more critical thinker as well as promoting skills in others.

**Program No. 7310-7728**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Mar. 6)

**Instructor:** Donna M. Shepard

**Wed., Feb. 4**

**Presentation Skills for Public Managers**

Presenting＊techniques that will aid you in your public sector presentation skills. Explore various practical situations and discuss how to apply presentation skills to your daily work.

**Program No. 7310-8083**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by May 15)

**Instructor:** Al Guyant

**Wed., May 27**

**Ethics, Values & Public Manager**

**Program No. 7310-7576**

**CEUs:** 0.6

**Fee:** $165 | $150 (register by Mar. 13)

**Instructor:** Nelson Soler

**Wed., Apr. 1**

**Budgeting Basics for Public Managers**

Learn the elements of effective pre-budget planning and how it differs according to type of management values held in the organization. Class discussion and case examples link multiyear planning and annual budgeting.

**Program No. 7310-7573**

**CEUs:** 1.2

**Fee:** $330 | $300 (register by Apr. 24)

**Instructor:** Michael J. Daun

**Wed.-Thu., May 13-14**

**Online Electives Now Available!**

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

Visit uwm.edu/sce-PublicAdmin for details.

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**To Register**

**Online:** uwm.edu/sce-registration

**Phone:** 414-227-3200 - Direct 800-222-3623 - Toll Free

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**General Information**

**Transfer of CEUs from Non-UWM Workshops**

You may transfer a maximum of 1.2 CEUs from affiliated, non-UWM 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.

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**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 a 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.