

Business Seminars

TIMETABLE 2011–2012

403-220-2988 conted.ucalgary.ca



WINTER 2012

COURSE NAME	NUMBER	SEC	HRS	FEE*	DATES	DAY AND TIME	LOCATION						
								Communication	Building Relationships	Personal Effectiveness	Professional Skills	Coaching	
Building Trust in the Work Environment	BUS 173	004	7	\$329	Jan 24	T 8:30am – 4:30pm	Downtown					■	
Email: Taming the Jungle	BUS 218	004	7	\$329	Jan 31	T 8:30am – 4:30pm	Main	■					
Improving Communication at Work	BUS 188	008	7	\$329	Feb 2	R 8:30am – 4:30pm	Main	■					
Art of Giving and Receiving Criticism	BUS 145	011	7	\$329	Feb 7	T 8:30am – 4:30pm	Downtown	■					
CSI: YOU – Team Development with a Difference	BUS 108	009	7	\$329	Feb 7	T 8:30am – 4:30pm	Downtown		■				
Intentional and Purposeful Coaching	BUS 107	011	14	\$585	Feb 8 – 9	WR 8:30am – 4:30pm	Main						■
Trend Analysis and Implementation	BUS 242	002	14	\$585	Feb 9 – 10	RF 8:30am – 4:30pm	Downtown					■	
Intentional and Purposeful Change	BUS 153	008	14	\$585	Feb 13 – 14	MT 8:30am – 4:30pm	Main						■
Work-Life Balance: Fully Engage for Success	BUS 135	014	14	\$585	Feb 13 – 14	MT 8:30am – 4:30pm	Downtown			■			
Decision Making and the Business of Critical Thinking	BUS 132	015	14	\$585	Feb 14 – 15	TW 8:30am – 4:30pm	Downtown					■	
Write On: Writing Skills for Business	BUS 136	028	14	\$585	Feb 15 – 16	WR 8:30am – 4:30pm	Main	■					
Assertiveness Skills	BUS 117	038	14	\$585	Feb 23 – 24	RF 8:30am – 4:30pm	Downtown			■			
Fundamentals of Supervision	BUS 146	040	21	\$765	Feb 27 – 29	MTW 8:30am – 4:30pm	Downtown					■	
Creative Conflict Resolution: Making the Most of Differences	BUS 112	016	7	\$329	Feb 29	W 8:30pm – 4:30pm	Downtown					■	
Strategic Leadership	BUS 210	004	7	\$329	Mar 1	R 8:30am – 4:30pm	Main			■			
Facilitation Skills	BUS 134	021	14	\$585	Mar 1 – 2	RF 8:30am – 4:30pm	Main	■					
Intentional and Purposeful Leadership	BUS 101	012	14	\$585	Mar 5 – 6	MT 8:30am – 4:30pm	Downtown						■
Leading Through Generational Differences	BUS 105	011	7	\$329	Mar 7	W 8:30pm – 4:30pm	Main					■	
Working Respectfully Within Diverse Teams	BUS 248	002	7	\$329	Mar 8	R 8:30am – 4:30pm	Downtown		■				
Dealing with the Difficult Conversation	BUS 128	019	7	\$329	Mar 9	F 8:30am – 4:30pm	Downtown	■					
Time Management	BUS 111	031	7	\$329	Mar 12	M 8:30am – 4:30pm	Main					■	
Energize Your Workplace: Inspiring and Motivating People	BUS 144	022	14	\$585	Mar 13 – 14	TW 8:30am – 4:30pm	Downtown		■				

* FEE DOES NOT INCLUDE GST

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Coaching for Quality Performance	BUS 155	019	21	\$765	Mar 13 – 15	TWR 8:30am – 4:30pm	Downtown					■
Effective Meeting Management	BUS 147	012	7	\$329	Mar 19	M 8:30am – 4:30pm	Downtown	■				
Rhythms of Leadership	BUS 252	001	7	\$329	Mar 20	T 9am – 4:30pm	Main					
Active Listening Skills	BUS 121	019	7	\$329	Mar 21	W 8:30pm – 4:30pm	Downtown	■				
Leadership: From Horse Sense to People Smarts	BUS 129	017	7	\$695	Mar 21	W 9am – 4:30pm	Off Campus			■		
Project Management: Fundamentals of Project Planning and Organization	BUS 148	011	14	\$585	Mar 22 – 23	RF 8:30am – 4:30pm	Downtown				■	
Building Great Customer Relationships	BUS 166	008	7	\$329	Mar 26	M 8:30am – 4:30pm	Downtown	■				
Strengthening Your Leadership Skills	BUS 176	007	14	\$585	Mar 27 – 28	TW 8:30am – 4:30pm	Downtown			■		
Behavioural Interviewing: Getting the Right Person for the Job	BUS 189	016	14	\$585	Mar 29 – 30	RF 8:30am – 4:30pm	Downtown				■	

HALF DAY SEMINARS **

Negotiating Skills for Women	BUS 223	002	3	\$139	Feb 28	T 8:30am – 11:30pm	Downtown					
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ENGINEERING SEMINARS**

Evaluation of Canadian Oil and Gas Properties	BUS 100	020	24	\$795	Jan 11 – Mar 28	W 4:30pm – 7pm	Downtown					
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Business Seminars

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SPRING 2012

COURSE NAME	NUMBER	SEC	HRS	FEE*	DATES	DAY AND TIME	LOCATION						
								Communication	Building Relationships	Personal Effectiveness	Professional Skills	Coaching	
Empowering and Motivating Others Through Effective Delegation	BUS 251	001	7	\$329	Apr 4	W 8:30am – 4:30pm	Downtown				■		
Assertiveness Skills	BUS 117	039	14	\$585	Apr 11 – 12	WR 8:30am – 4:30pm	Downtown			■			
Effective Writing in the Workplace	BUS 152	008	7	\$329	Apr 12	R 8:30am – 4:30pm	Downtown				■		
Implementing Change	BUS 233	003	7	\$329	Apr 13	F 8:30am – 4:30pm	Downtown				■		
Managing Behaviours Beyond the Interview	BUS 191	004	7	\$329	Apr 17	T 8:30am – 4:30pm	Downtown	■					
Emotional Intelligence	BUS 127	022	7	\$329	Apr 18	W 8:30am – 4:30pm	Main			■			
Mental Toughness: Training for Success	BUS 130	031	14	\$585	Apr 18 – 19	WR 8:30am – 4:30pm	Downtown			■			
Stress Less: Managing What's On Your Mind	BUS 207	007	7	\$329	Apr 23	M 8:30am – 4:30pm	Main			■			
Business Partnering For Results	BUS 182	007	14	\$585	Apr 24 – 25	TW 8:30am – 4:30pm	Downtown				■		
Intentional and Purposeful Relationships	BUS 150	008	14	\$585	Apr 25 – 26	WR 8:30am – 4:30pm	Downtown		■				
Mentoring Skills	BUS 244	002	14	\$585	May 1 – 2	TW 8:30am – 4:30pm	Main		■				
Powerful Presentations	BUS 114	023	21	\$765	May 1 – 3	TWR 8:30am – 4:30pm	Main	■					
Building Resilience at Work	BUS 205	005	7	\$329	May 2	W 8:30am – 4:30pm	Downtown				■		
Be the CEO of Your Life	BUS 200	006	14	\$585	May 2 – 3	WR 8:30am – 4:30pm	Downtown			■			
Face to Face Selling: You!	BUS 213	002	7	\$329	May 3	R 8:30am – 4:30pm	Downtown		■				
Accounting for Non – Financial Managers	BUS 154	005	14	\$585	May 7 – 8	MT 8:30am – 4:30pm	Main				■		
Road Less Travelled: Finding Unconventional Work/Life Solutions	BUS 206	007	7	\$329	May 9	W 8:30am – 4:30pm	Downtown			■			
Toxic Workplaces: Strategies to Create Healthy Environments	BUS 211	002	7	\$329	May 10	R 8:30am – 4:30pm	Downtown				■		
Financial Analysis and Planning for Non – Financial Managers	BUS 120	018	14	\$585	May 10 – 11	RF 8:30am – 4:30pm	Downtown				■		
Getting Things Done Through Influence	BUS 138	014	7	\$329	May 15	T 8:30am – 4:30pm	Downtown				■		
Do Less and Achieve More: Zone of Optimal Performance	BUS 109	010	14	\$585	May 15 & 17	TR 8:30am – 4:30pm	Main			■			
Writing Winning Proposals	BUS 245	002	7	\$329	May 16	W 8:30am – 4:30pm	Downtown	■					

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Meeting the Challenge of Leadership	BUS 140	014	14	\$585	May 16 – 17	WR 8:30am – 4:30pm	Downtown			■			
Appreciative Inquiry at Work	BUS 142	014	7	\$329	May 23	W 8:30am – 4:30pm	Downtown				■		
Active Listening Skills	BUS 121	022	7	\$329	May 24	R 8:30pm – 4:30pm	Main	■					
Succession Planning	BUS 247	001	14	\$585	May 24 – 25	RF 8:30am – 4:30pm	Downtown				■		
Power and Science of Coaching	BUS 212	003	14	\$585	May 28 – 29	MT 8:30am – 4:30pm	Downtown						■
Preventing Catastrophe	BUS 232	002	14	\$585	May 29 – 30	TW 8:30am – 4:30pm	Downtown				■		
Creative Negotiating	BUS 124	021	14	\$585	May 30 – 31	WR 8:30am – 4:30pm	Downtown			■			
Time Management	BUS 111	032	7	\$329	Jun 4	M 8:30am – 4:30pm	Main				■		
Strategic Leadership	BUS 210	005	7	\$329	Jun 6	W 8:30am – 4:30pm	Downtown			■			
Assertiveness Skills	BUS 117	040	14	\$585	Jun 7 – 8	RF 8:30am – 4:30pm	Main			■			
Facilitation Skills	BUS 134	022	14	\$585	Jun 11 – 12	MT 8:30am – 4:30pm	Downtown	■					
Leadership: From Horse Sense to People Smarts	BUS 129	018	7	\$695	Jun 14	W 9am – 4:30pm	Off Campus			■			
Team Survival Skills: Take it Outside!	BUS 199	004	7	\$329	Jun 27	W 8:30am – 4:30pm	Main		■				

HALF DAY SEMINARS **

Enhancing Your Leadership Style	BUS 226	002	3	\$139	May 7	M 8:30am – 11:30am	Downtown						
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ENGINEERING SEMINARS **

Natural Gas Processing Short Course	BUS 143	020	35	\$1,414.29	Jun 4 – 8	MTWRF 8:30am – 4:30pm	Downtown						
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