In cooperation with the Calgary Foundation and the Human Resources Association of Calgary Legacy Fund, University of Calgary Continuing Education is pleased to present special offerings of Business Seminars, customized and priced to meet the specific needs of not-for-profit and charitable organizations.

These seminars may be used for credit toward several certificate programs including: Human Resource Management, Professional Management, and Marketing.

To register, complete the attached registration form and submit by fax, email, mail, or in person. For more information, contact us at 403.220.2866 or conted@ucalgary.ca.

These seminars are being offered to charitable organizations at a significant discount. Registered charities unable to pay the discounted fee may contact the Calgary Foundation about a possible course bursary (reimbursement) by emailing grants@calgaryfoundation.org. A limited number of bursaries are available and will only be granted to those organizations that meet the eligibility criteria.

**WRITING WINNING PROPOSALS**

In this hands-on workshop, you will learn how to dissect a Request for Information (RFI), Request for Proposal (RFP) or Request for Quotation (RFQ) to craft a winning proposal.

**Course: COR 463 | 7 Hours | $55 + GST**
Downtown Campus
Section 001: May 11, 2020 | 8:30 am to 4:30 pm

**LEADING TO ENGAGE EMPLOYEES**

Learn effective organizational psychology strategies for fostering a positive workplace with increased performance, motivation, productivity, and job satisfaction.

**Course: COR 464 | 7 Hours | $55 + GST**
Downtown Campus
Section 001: May 26, 2020 | 8:30 am to 4:30 pm

**PERFECTING THE PERFORMANCE DISCUSSION**

Explore the roles of employee and leader in performance planning, performance discussions, creating and assessing performance goals, and developing career and development goals.

**Course: COR 465 | 7 Hours | $55 + GST**
Downtown Campus
Section 001: June 15, 2020 | 8:30 am to 4:30 pm

**COACHING TO LEAD**

A quick and energetic approach to coaching. Learn the basic theory behind coaching and develop powerful techniques to enhance and grow your communication and leadership skills.

**Course: COR 466 | 7 Hours | $55 + GST**
Downtown Campus
Section 001: July 6, 2020 | 8:30 am to 4:30 pm
Course Title __________________________________________________________ Fee __________

Course Number __________ Section Number __________ Dates ________________

Will this course be used as a credit toward a certificate program?  Yes  No

If yes, please name the certificate program: ________________________________

Note: In order for credit to be applied to a certificate, you must be registered in the certificate program. For the certificate admission form visit conted.ucalgary.ca and click Forms and Policies.

Personal Information

Surname ___________________________ Previous Surname _______________________

Given Name ________________________ Second Given Name______________________

Date of Birth* (MM/DD/YYYY) ________________ Phone __________________ Fax __________________

Email ______________________________ UCID# ___________________

Home Address ___________________________________________________________

City ____________________________ Province ____________________________ Postal Code __________

Organization Information

Organization __________________________ Business Phone _______________________

Department __________________________ Job Title ____________________________

Business Address _______________________________________________________

City ____________________________ Province ____________________________ Postal Code __________

Payment Method

Payment Method: Please note that when paying for a course that indicates +GST, tax must be added.

☐ Fee Enclosed (Cheques payable to University of Calgary Continuing Education)

☐ CREDIT CARD PAYMENT

We accept Visa, Mastercard and American Express. However, for your security, please do not document your credit card information on this form.

If you are paying by credit card please call 403.220.2866 or we will contact you within 2 – 3 weeks of registration to complete payment.

Confirmation of your registration will be sent by email or mail

For participants paying by cheque: Registration in the course can only be completed upon receipt of payment. Seats cannot be held until the cheque is received.

For participants paying by credit card: Your registration cannot be finalized until you have provided your credit card information.

*Age Requirement: 18 years of age or older, unless otherwise specified. Must provide date of birth to process registration.

Your Privacy: This information is collected under the authority of the Post-Secondary Learning Act. It is required to register you in a course and to create your student profile. If you have any questions about the collection or use of this information, please call 403.220.2866.

Please note: Registrations will be limited to two per registered charitable organization. Participants will be registered on a first come first serve basis. Additional participants will be waitlisted in case of cancellations within their organization.

For our withdrawal and transfer policy, please visit conted.ucalgary.ca/info