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 select Continuing Education 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 Continuing Education certificate programs including: Human Resource Management, Professional Management, Public Relations Management, Marketing, or Security Management.

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

**HUMAN RESOURCES MANAGEMENT FOR CHARITABLE ORGANIZATIONS**

This course has been customized to meet the needs of those working in the charitable sector. This course focuses on the fundamentals of Human Resources Management and guidelines for effective employee recruitment, evaluation and compensation.

Course: COR 317 | 7 Hours | $195* + GST
Section 009 | Downtown
Oct 4 - Nov 1 | 8:30 am to 4:30 pm

Section 010 | Downtown
Mar 2 - 30 | 8:30 am to 4:30 pm
* includes textbook

**IMPLEMENTING CHANGE**

While some people are energized and motivated by change, others don’t embrace change at all. This workshop offers an approach and tools and templates to plan for and implement more effectively the people side of organizational change, leading to more business and professional success.

Course: COR 377 | 7 Hours | $55 + GST

**OVERVIEW OF STRATEGIC PLANNING**

Learn the basic concepts and processes involved in strategic planning, understand why strategic planning is essential for the success of an organization, and realize that the key to making the plan work is a commitment to implementation.

Course: COR 333 | 7 Hours | $55 + GST
Section 001 | Downtown
April 24 | F | 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