BUSINESS SEMINARS
FOR NOT-FOR-PROFIT AND CHARITABLE ORGANIZATIONS

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.

This course is being offered to charitable organizations at a significant discount, at $195 + GST including textbook. 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.

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 378 | 7 Hours | $55 + GST
Section 001 | Downtown
April 24 | F | 8:30 am to 4:30 pm

conted.ucalgary.ca • 403.220.2866
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