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 Jared Andres at jbandres@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 007 | Downtown
Sept 26 - Oct 24 | W | 8 am to 5 pm
Section 008 | Kahanoff Centre
Feb 20 - Mar 20 | W | 8 am to 5 pm
* includes textbook

CREATIVE CONFLICT RESOLUTION: MAKING THE MOST OF DIFFERENCES

This one-day seminar can help you, and your organization, develop a positive approach to conflict resolution. You will gain an understanding of how conflict affects individuals and teams in the workplace. You will examine your approach to dealing with conflict at work, and you will be introduced to, and assisted in, the development of alternative strategies.

Course: COR 356 | 7 Hours | $55 + GST
Section 001 | Kahanoff Centre
Nov 16 | F | 8:30 am to 4:30 pm

DEVELOPING HIGH PERFORMANCE TEAMS

Learn how to diagnose your team’s functional ability and plan and deliver focused improvement strategies. As a result you will be able to put your team on the road to high performance and also develop your skill as a leader.

Course: COR 333 | 7 Hours | $55 + GST
Section 003 | Downtown
April 12 | F | 8:30 am to 4:30 pm

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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 403.220.4730 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.

A $25 fee applies for course withdrawals and transfers, for more information visit conted.ucalgary.ca and click Forms and Policies.