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 email. 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.

**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 011 | Online
Oct 13 - Nov 10 | Wednesday | 6 to 9 pm

**Instructor:** Dasa Chadwick

* includes textbook

**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 002 | Online
Nov 23 - 27

**Instructor:** Lisa Dare
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