Extended Studies

Career Development Course Guide

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Advanced Leadership Academy
Business Computer Skills
Cannabis Education
Data Analyst
Digital Marketing
Gaming Management
Grant Writing
Human Resources Management
Lean Six Sigma
Mediation
Nonprofit Management
Online Programs
Paralegal Studies
Project Management
Python Developer
Supervisory Management

Invest in yourself
Professional development classes are offered
in the classroom and self-paced online

extendedstudies.unr.edu

Professional development courses and certificates

Advanced Leadership Academy

The Advanced Leadership Academy is a training and coaching program designed to develop and support senior leaders and key team members. Those responsible for setting strategy, spearheading competitive initiatives, leading change, driving innovation, coaching teams and inspiring positive workplace culture will learn tools and techniques to enhance their influence and lead their teams.

The academy includes seven content blocks, each offered as an all-day session. Topics include neuroscience of leadership, making data-driven decisions, agile strategic planning, organizational agility and innovation, diversity, building a strong culture and coaching. The program also includes an EQ-i 2.0 Leadership Assessment and two individual coaching sessions with a Certified Professional Coach.

Business Computer

Learn resumé-building computer skills you can use in the workplace today. If you have demonstrated computer ability, your chances of excelling professionally increase significantly. Business Computer Skills courses offer instruction and practice in the latest versions of Microsoft Excel.
- Microsoft Excel Essentials
- Microsoft Excel Intermediate

Electives

These classes can be taken individually or used toward certificates in Human Resources or Supervisory Management.
- Colorful Personalities: Navigating the Differences and Bringing Out the Best
- Conducting Interviews and Talent Selection
- Delegating for Effective Management and Employee Development
- Employee Retention Tactics That Work
- Influential Leadership
- Legal Aspects & Liability Issues for Employers
- Payroll Fundamentals
- Power Writing for Business
- Problem Solving: Creating Solutions
- Talking Till You're Blue? How to Handle Difficult Conversations
- The Art and Power of Coaching: How Leaders Engage and Inspire Others
- Working with the Problem Employee

Gaming Management

The Certificate in Gaming Management gives you the freedom to continue working while gaining skills, information and attitudes necessary for success in management and executive leadership positions. To earn a certificate, complete 90 or more hours of instruction. This may be any combination of weeklong courses (typically 30 hours each), online courses (typically 15 hours each), short (one- and two-day) courses or the annual Executive Development Program.
- Casino Financial Management (online)
- Casino Operations: An Inside Look (online)
- Casino Human Resources: Strategic HR Management (online)
- Casinos: The Business of Marketing (online)
- Executive Development Program
- Leadership Decision-Making in Gaming (online)
- Organizational Strategy: Diversity and Inclusion in Gaming Operations (online)
- Strategic Casino Management (online)
- The Role of Food and Beverage Operations (online)
- Advanced Management of Slot Operations (weeklong in-person)
- Management of Slot Operations (weeklong in-person)
- Management of Table Games (weeklong in-person)
- Performance-Based Surveillance Operations (weeklong in-person)

HR Management

Human resources is a growing field in need of highly trained individuals with diverse skills. Providing a foundation in the fundamental theories of modern human resources management, these in-depth courses address the core issues facing HR departments today. Hands-on training helps veteran HR professionals keep current in the field and provides those new or aspiring to the profession the skills they need to build a career. Participants must complete 10 courses: five HR core and five courses approved as electives.
- Compensation & Benefits
- Employee Relations
- Employment, Placement & Practices
- Human Resources Training and Development
- Legal Aspects & Liability Issues for Employers

Lean Six Sigma

Lean Six Sigma Green Belt Certification

Lean Six Sigma techniques can deliver real benefits to an organization's bottom line. Lean Six Sigma knowledge can result in increased revenue, decreased costs, improved efficiency, and build trust and transparency within an organization. The program demystifies Lean and Six Sigma to help you understand the benefits of Lean, the components that drive a Lean or Kaizen culture, the role of Kaizen events and Continuous Improvement and the role of leadership in introducing these concepts.

Lean Six Sigma Black Belt Certification

Intense domestic and global competition requires organizations to make improvements and efficiencies to stay ahead of the pack. Lean Six Sigma Black Belts are those leaders within an organization trained and able to spearhead the performance improvements and cost reduction activities necessary to remain competitive. Upon completion of this seven-session program, participants will know how to lead the Operational Excellence journey of their organization. Black Belts discover and identify opportunities for improvement and are advocates of the Lean Six Sigma methodology throughout their organization. Lean Six Sigma Green Belt is a prerequisite.

Mediation and Conflict Resolution

Beginning Mediation and Conflict Resolution Certificate

Offered in partnership with the Neighborhood Mediation Center, this 40-hour training provides conflict resolution skills that will help professionals from any industry work through difficult conversations, manage disagreements and navigate disputes creatively, which will enhance organizational efficiency. Topics include conflict and negotiation theory, models of intervention, mediation theory and practice, self-awareness and cultural considerations, the mediation process, communication techniques, and ethics and standards of practice.

Conflict Resolution and De-Escalation Skills Training

Managed well, conflict can lead to good outcomes. Not managed well, conflict outcomes can range from broken relationships to project failure, or worse. This course addresses concepts and practices for managing conflicts, resolving

disputes and ensuring that conflicts don't escalate in an organization or community. Moving participants from self-awareness to other-awareness, experienced mediator instructors take you on a journey that will pay rewards in resolving conflicts.

Paralegal Studies

Paralegal training can lead to career advancement and job opportunities in the growing fields of litigation support and legal transactions, as well as in corporations and law firms, banks, courts, government agencies, title companies, accounting and engineering firms, medical offices and the construction industry.

The program is taught by attorneys Kerry Doyle and Alexander Morey. Guest experts provide further orientation to law office procedure and functions, online research and trial preparation and presentation.

This program is offered as a 12-week hybrid program consisting of weekly asynchronous online modules, and in-person or Zoom meetings on select weekends. Participants will develop skills to accurately identify legal issues, research relevant law and apply the law to factual situations.

Supervisory Management

Designed for supervisors at all levels, Supervisory Management courses provide the tools necessary to motivate, lead, think creatively and master the big picture. Participants will examine techniques and philosophies that work for their peers and develop strategies to effectively supervise and direct a workforce.

To earn a certificate in Supervisory Management, a student must successfully complete 10 courses, consisting of five Supervisory Management core and five professional development courses approved as electives.

- Effective Communications Skills in the Workplace
- Legal Aspects & Liability Issues for Employers
- Managing & Supervising People
- Managing & Supervising People II
- Strategies for Understanding Financial Statements

Visit extendedstudies.unr.edu
Contact (775) 784-4046 or
EXSprograminfo@lists.unr.edu

Online programs

Cannabis Education

Extended Studies is partnered with Green Flower to offer four noncredit certificates in cannabis education: business of cannabis, agriculture and horticulture, law and policy, and healthcare and medicine.

Each certificate program includes three, eight-week online courses with students dedicating 6-8 hours per week. Study is primarily asynchronous, and students are required to pass online tests to progress through the program. Details: cannabiseducation.unr.edu.

- Cannabis Agriculture and Horticulture
- Cannabis Compliance and Risk Management
- Cannabis Healthcare and Medicine
- The Business of Cannabis

Data Analyst Career

Data analysts collect, process and analyze enterprises' information to make better and faster business decisions. Learn how to clean data, present it in visual form, perform qualitative and quantitative analysis, interpret and make predictions. Prerequisites: know basic math and algebra operations, number systems and data functions. Courses: SQL Fundamentals, Advanced SQL, Predictive Data Analytics with Python, Introduction to Python For Data Science and Introduction to Computer Programming (optional).

Digital Marketing Essentials

In this program, you will learn a deeper understanding of your brand, communication goals, content development, digital advertising, email marketing, search engine optimization (SEO) and social media.

Learn how to understand what brands are; optimize a website for search engines (SEO); develop paid online advertising for search, social media and display; develop email content and strategy; develop social media content and strategy; convert visitors to leads; and create digital marketing plans.

Redfield Campus, Building A

Project Management

This program provides a thorough introduction to project management best practices and industry-wide standards. The project management processes covered in this course are applicable to projects of any size.

Participants will learn tools and concepts to plan and lead a project of medium complexity to a successful conclusion. Participants will be introduced to the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide).

Participants will practice creating key project management deliverables that initiate, plan, execute and close a project. Students will select a case study project to work on for the duration of the class, and as the course progresses, create and submit the project management deliverables. Upon completion of the course, students will have completed the major components of a project management plan.

Python Developer Career

Python is the most popular programming language for applications in data analytics, machine learning, AI, business and finance. According to Indeed Inc., there are more than 18,000 Python developer job openings in the United States. As students proceed through the interactive courses, subject-matter experts are available to provide help as needed. Courses: Introduction to Computer Programming, Python Fundamentals, Advanced Python and Applied Python.

Professional development courses from Extended Studies from the University of Nevada, Reno

About Extended Studies

Extended Studies offers short courses and certificates taught by award-winning instructors and packed with innovative ideas you can use in the workplace today. Register now and develop your skills in a wide range of topics for immediate, real-world application to improve your business, your career and your life.

Certificates of completion

Individual certificates are awarded at the end of each course and at the completion of the specific requirements for each professional development program. See certificate program descriptions for details.

Save with discounts

Early-bird, multiple-registration and full-program discounts are available on many courses. View course sections on the website extendedstudies.unr.edu to see which are eligible for discounts. Call Extended Studies at (775) 784-4046 to register by phone. Discount isn't available via online registration.

Class formats

Check the course listing on the website extendedstudies.unr.edu for instruction method.
Online: Some classes are offered online as asynchronous courses or synchronous courses via Zoom. **In-person:** Classes take place at Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway.

Human Resources Certification

Select courses have been submitted for approval or are approved for recertification hours through the HR Certification Institute (HRCI) and Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).

Contact us

Phone: (775) 784-4046 or (800) 233-8928

Email: exsprograminfo@lists.unr.edu

Web: extendedstudies.unr.edu

Location: University of Nevada, Reno Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway, Reno

Social media: Find Extended Studies on Facebook, LinkedIn, Instagram and Twitter.

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Contract training

Extended Studies can deliver courses and programs at your site or ours — designed with your budget, goals and business in mind. We can modify almost any professional development course or program we offer and deliver it at the site of your choice. We'll create a customized program tailored to your training and scheduling needs. We'll work with you and your management team to match staff development and training goals with your company's business objectives. We can help you develop skilled and motivated employees at all levels of your organization.

Real benefits

Companies who partner with us get the most for their training dollar. You can too, with:

- A focused and comprehensive educational experience
- Industry-specific information to use right now
- New tools to rethink and re-energize your goals
- Skills to stay on the leading edge of change
- Competitive advantage and current trends in business and organizational thinking
- Objectives and strategies to manage a staff, a team, a company and your own success
- Professional course delivery and quality service for your organization

More choices

Choose from a wide selection of convenient, accessible, affordable courses on up-to-the-minute topics taught by industry experts and University faculty.

- Topics to meet industry-specific needs
- Budgeting and financial management
- Lean Six Sigma
- Customer recruitment and retention
- Diversity and cultural awareness
- Employee relations, assistance and orientation
- Improving efficiency and decreasing cost
- Interviewing and hiring practices
- Management, leadership, coaching and supervision
- Marketing and communications
- Negotiation and conflict resolution
- Performance standards, evaluation and review
- Project management
- Risk management
- Team building and motivation

For more information about partnering with Extended Studies at the University of Nevada, Reno to meet your professional development needs, email extendedstudies@unr.edu.