

# We'll bring the training to you.



**T**op-performing companies recognize employee development leads to measurable bottom-line results. Extended Studies at the University of Nevada, Reno can deliver courses and programs at your site or ours — designed with your budget, your goals and your business in mind.

**Fresh perspectives.**  
**Competitive tools.**  
**Best practices.**

## Big benefits

**With our extensive list of course options, you'll find everything you need to help your employees gain the skills they need. Who will benefit most?**

- Your company, its management staff and employees who recognize training and retention are key to bottom-line success
- Your executives and managers, who need to remain on top of trends, regulations and practices across areas of general management
- Key staff members who you want to grow into your next leaders or who are new to leadership positions
- Recently hired employees or graduates who are new to the workplace and need to enhance a degree with applied skills

## Proven results

**Companies who partner with Extended Studies 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 up-to-the-minute 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
- Computer skills and graphic design
- 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
- Public speaking and public relations
- Risk management
- Team building and motivation

## Sample programs

**Certificate programs and courses can be customized to meet your individual needs.**

- Advanced Leadership Academy
- Business Software
- Gaming Management
- Human Resources
- Lean Six Sigma
- Mediation and Conflict Resolution
- Project Management
- Public Management
- Social Media and Digital Marketing
- Supervisory Management

*"We have enjoyed the variety of courses that UNR offers. The different professors are experts in their fields and as presenters. This makes for an enjoyable learning experience. UNR has worked with our credit union to make this program personal to our needs. It offers consistency for our future leaders. We find that going to these courses as a group has helped build a better leadership team and ownership of what we have learned together."*

**Brettine Morris**  
Training Manager/IRA Specialist,  
Great Basin Federal Credit Union



Workforce development from  
**Extended Studies**  
at the University of Nevada, Reno





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**Extended Studies**  
at the University of Nevada, Reno

