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**AUGUST 2018**
- 21  Beginning Photoshop® Online begins (4 online modules)
- 23  Unions 101*
- 24  Local Government Finance — the basics
- 29-30  Applying Emotional Intelligence in the Workplace*

**SEPTEMBER 2018**
- 7  Delegating Efficiently and Effectively*
- 10-14  Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 12  Persuading People*
- 12  Human Resources National Exam Prep Program begins (11 sessions)
- 13-14  Performance Management*
- 15  Paralegal Studies Certificate begins (16 sessions)
- 17  Advanced Composite Manufacturing 2
- 18-20  The Human Factor of Project Management*
- 18  Working with the Problem Employee*
- 18  Advanced Photoshop® Online begins (4 online modules)
- 20-21  Power Writing For Business*
- 20  Microsoft Excel® Essentials
- 21  Lean Six Sigma Green Belt begins (5 sessions)
- 25  Employee Relations*
- 25  GRE® Test Preparation begins (8 sessions)
- 27-28  Human Resources Leadership: Becoming a Business Partner*
- 28  Public Management: Goals and Practices

**OCTOBER 2018**
- 2  Workplace Violence: Don’t Be blindsided*
- 2  Project Management Certificate Program Online begins (7 weeks online)
- 4  Social Media and HR: Developing an Action Plan to Minimize Risk*
- 5  Critical Skills for Supervisors: Managing Today’s Workforce*
- 8-11  Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 9  Effective Discipline and Documentation*
- 9  Digital Marketing Essentials Online Certificate begins (6 weeks online)
- 9-18  Project Management Essentials* (6 sessions)
- 11-12  Effective Communications Skills in the Workplace*
- 12  Rural Nonprofit Management begins (5 sessions)
- 16  Human Resources Training and Development*
- 16  Microsoft Excel® Essentials
- 16  Illustrator® Online begins (4 online modules)
- 18  Microsoft Word® Essentials
- 19  Public Finance: How the Dollars Are Distributed
- 23  The Rules Have Changed: Is your HR Department in Compliance?*
- 24-25  The Art and Power of Coaching: How Leaders Engage and Inspire Others*
- 29  Advanced Composite Structures: Fabrication and Damage Repair — Phase I begins (5 sessions)
- 31  Conducting an Internal HR Audit*

**NOVEMBER 2018**
- 1  Microsoft Excel® Intermediate
- 6  Planning and Implementing Employee Events and Recognition Programs*
- 6  Microsoft Word®Intermediate / Advanced
- 6-8  Managing with MS Project™
- 8  Problem Solving: Creating Solutions*
- 8  Microsoft Excel® Essentials
- 9  Public Sector Human Resources*
- 13, 15  QuickBooks® for Small Business
- 13  InDesign Online begins (4 online modules)
- 15-16  Legal Aspects & Liability Issues for Employers*
- 27  Compensation & Benefits*
- 27  Microsoft Excel® Intermediate
- 27  Project Management: Beyond the Basics (6 sessions)
- 29  Conducting Successful Interviews*

**DECEMBER 2018**
- 3-7  Advanced Composite Structures: Fabrication and Damage Repair — Phase I
- 4  Administrative Law: Understanding Policy, Rules and Decisions*
- 6  Talking Till You’re Blue? How to Handle Difficult Conversations*
- 6  Microsoft Excel® Advanced
- 7  Strategies for Understanding Financial Statements*
- 10  Advanced Composite Manufacturing 2
- 11  Improve Your Workplace Teamwork Through Emergenetics*
- 13  Employment, Placement and Practices*

**JANUARY 2019**
- 24-25  Managing and Supervising People*
- 25  Protecting Your Company’s Future through Succession Planning*
- 29  Beginning Photoshop® Online begins (4 online modules)
- 30  Employee Relations*

**FEBRUARY 2019**
- 1  Public Management: Goals and Practices
- 4  Human Resources National Exam Prep Program begins (11 sessions)
- 7  Working with the Problem Employee*
- 9  Paralegal Studies Certificate begins (16 sessions)
- 12-13  Effective Communications Skills in the Workplace*
- 14  Employee Orientations: From Design to Implementation*
- 19-21  The Human Factor of Project Management*
- 20  Human Resources Training and Development*
- 21  Microsoft Excel® Essentials
- 22  Lean Six Sigma Green Belt begins (5 sessions)
- 22  Developing Your Employees — Increasing Your Team’s Performance*
- 26  Advanced Photoshop® Online begins (4 online modules)
- 28  Delegating Efficiently and Effectively*

**MARCH 2019**
- 1  Public Finance: How the Dollars Are Distributed
- 4-8  Excellence in Nonprofit Management Institute
- 5  Digital Marketing Essentials Online Certificate begins (6 weeks online)
- 5-14  Project Management Essentials (6 sessions)*
- 6-7  Legal Aspects and Liability Issues for Employers*
- 12  Workplace Violence: Don’t Be blindsided*
- 12, 14  QuickBooks® for Small Business
- 14-15  Power Writing For Business*
- 14  Microsoft Word® Essentials
- 16-23  PMP®/CAPM® Credential Exam Preparation
- 19-20  Bringing Out the Best of a Multigenerational Workforce*
- 19  Microsoft Excel® Essentials
- 19  Project Management Certificate Program Online begins (7 weeks online)
- 22  Compensation and Benefits*
- 25-29  Beginning Mediation and Conflict Resolution Certificate
- 26  Illustrator® Online begins (4 online modules)
- 28  Safety Issues for HR: Recording and Reporting*

**APRIL 2019**
- 5  Job Analysis and Proper Classification Under FLSA*
- 9-11  Managing with MS Project*
- 11-12  Performance Management*
- 11  Microsoft Excel® Intermediate
- 16  Problem Solving: Creating Solutions*
- 16  Microsoft Word® Intermediate / Advanced
- 17  Administrative Law: Understanding Policy, Rules and Decisions*
- 23  Improve Your Workplace Teamwork Through Emergenetics**
- 23  InDesign® Online begins (4 online modules)
- 23  Project Management: Beyond the Basics (6 sessions)
- 25  Employment, Placement & Practices*
- 30  Different Cultures, Same Needs*
- 30  Microsoft Excel® Advanced

**MAY 2019**
- 2-3  Conducting an Effective Workplace Investigation*
- 7  Conducting Successful Interviews*
- 10  Strategies for Understanding Financial Statements*
- 14  Talking Till You’re Blue? How to Handle Difficult Conversations*
- 16  Microsoft Excel® Essentials
- 16  The A-Zs of Workers Compensation*
- 17  Public Sector Human Resources*
- 22  Critical Skills for Supervisors: Managing Today’s Workforce*
- 28  Beginning Photoshop® Online begins (4 online modules)
- 29  Employee Retention Tactics That Work*

**JUNE 2019**
- 4  Microsoft Excel® Intermediate
- 6-7  Managing and Supervising People*
- 11  Effective Discipline and Documentation*
- 13  Elements of Accident Investigation*
- 20  Microsoft Excel® Advanced

*Courses marked with an asterisk 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).
Advanced Leadership Academy

- Essentials Online, Blockchain Basics, Resolution Green and Black Belt, Mediation and Conflict multiple-session Certificate Programs
- Or complete a full certificate in one of our Professional Design Certificate Graphics
- Four select courses to earn an online Custom Certificate.
- Or complete a full certificate in one of our Custom Certificate.

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- Four Public Management core courses and four Certificate Electives to earn an 8-course Custom Certificate.
- Four Project Management Essentials courses to earn the 54-hour PME certificate.
- Four select courses to earn an online Graphics Professional Design Certificate.
- Or complete a full certificate in one of our multiple-session Certificate Programs in Nonprofit Management, Lean Six Sigma Green and Black Belt, Mediation and Conflict Resolution, Paralegal Studies, PMP®/CAPM® Exam Prep, Human Resources National Exam Prep, Project Management Online, Digital Marketing Essentials Online, Blockchain Basics or Advanced Leadership Academy.

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**PUBLIC MANAGEMENT**

- Public Management: Goals and Practices
  - Sept. 28, 2018; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CPM101 / $205 / Instr.: Herzik
  - Feb. 1, 2019; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CPM101 / $205 / Instr.: Herzik

- Public Finance: How the Dollars are Distributed
  - Oct. 19, 2018; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CPM103 / $230 / Instr.: Herzik
  - March 1, 2019; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CPM103 / $230 / Instr.: Herzik

- Public Sector Human Resources*
  - Nov. 9, 2018; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CPM105 / $205 / Instr.: Morin
  - May 17, 2019; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CPM105 / $205 / Instr.: Morin

- Administrative Law: Understanding Policy, Rules and Decisions*
  - Qualifies for HRHC business/strategic hours.
  - Dec. 4, 2018; Tues., 9 a.m.-4 p.m.
  - Sched. #: 2188CPM104 / $205 / Instr.: Rankin
  - April 17, 2019; Wed., 9 a.m.-4 p.m.
  - Sched. #: 2192CPM104 / $205 / Instr.: Rankin

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**HUMAN RESOURCES MANAGEMENT**

- Performance Management*
  - Sept. 13-14, 2018; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CRM104 / $340 / Instr: Sanders
  - April 11-12, 2019; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CRM104 / $340 / Instr: Sanders

- Legal Aspects and Liability Issues for Employers*
  - Nov. 15-16, 2018; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CSM102 / $340 / Instr: Zimmerman
  - March 6-7, 2019; Wed.-Thurs., 9 a.m.-4 p.m.
  - Sched. #: 2192CSM102 / $340 / Instrs: Hall, Lane

- Effective Communications Skills in the Workplace
  - Oct. 11-12, 2018; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CRM101 / $340 / Instr: Zimmerman

- Managing and Supervising People*
  - Jan. 24-25, 2019; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CRM103 / $340 / Instr: Moir
  - June 6-7, 2019; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2195CRM103 / $340 / Instr: Moir

- Employee Relations*
  - Sept. 25, 2018; Tues., 9 a.m.-4 p.m.
  - Sched. #: 2188CHR102 / $205 / Instr: McNamara
  - Jan. 30, 2019; Wed., 9 a.m.-4 p.m.
  - Sched. #: 2192CHR102 / $205 / Instr: McNamara

- Human Resources Training and Development*
  - Oct. 16, 2018; Tues., 9 a.m.-4 p.m.
  - Sched. #: 2188CHR103 / $230 / Instr: McNamara
  - Feb. 20, 2019; Wed., 9 a.m.-4 p.m.
  - Sched. #: 2192CHR103 / $230 / Instr: McNamara

- Legal Aspects and Liability Issues for Employers*
  - Nov. 15-16, 2018; Thurs.-Fri., 9 a.m.-4 p.m.
  - Sched. #: 2188CSM102 / $340 / Instr: Lane
  - March 6-7, 2019; Wed.-Thurs., 9 a.m.-4 p.m.
  - Sched. #: 2192CSM102 / $340 / Instrs: Hall, Lane

- Compensation and Benefits*
  - Nov. 27, 2018; Tues., 9 a.m.-4 p.m.
  - Sched. #: 2188CHR104 / $205 / Instr: Wheeler
  - March 22, 2019; Fri., 9 a.m.-4 p.m.
  - Sched. #: 2192CHR104 / $205 / Instr: Wheeler

- Employment, Placement and Practices*
  - Dec. 13, 2018; Thurs., 9 a.m.-4 p.m.
  - Sched. #: 2188CHR101 / $205 / Instr: Jensen
  - April 25, 2019; Thurs., 9 a.m.-4 p.m.
  - Sched. #: 2192CHR101 / $205 / Instr: Jensen
**NEW!** Job Analysis and Proper Classification Under FLSA
April 5, 2019; Fri., 9 a.m.-4 p.m.
Sched. #: 2192CX258 / $399 / Instr.: Alberiti-Annunzio

**Local Government Finance — the Basics**
Aug. 24, 2018; Fri., 9 a.m.-4 p.m.
Sched. #: 2188CX248 / $225 / Instr.: Kalt

**Problem Solving: Creating Solutions**
Nov. 8, 2018; Thurs., 9 a.m.-4 p.m.
Sched. #: 2192CX230 / $205 / Instr.: L. C. Frenkel

**Safety Issues for HR: Recording and Reporting**
March 29, 2019; Fri., 9 a.m.-4 p.m.
Sched. #: 2192CX242 / $205 / Instr.: S. Hertel

**Talking Till You're Blue? How to Handle Difficult Conversations**
Dec. 6, 2018; Thurs., 9 a.m.-4 p.m.
Sched. #: 2188CX228 / $325 / Instr.: L. C. Frenkel

**The Art and Power of Coaching: How Leaders Engage and Inspire Others**
Oct. 24-25, 2018; Wed.-Thurs., 9 a.m.-noon
Sched. #: 2188CX211 / $505 / Instr.: Prendergast

**Unions 101**
Aug. 23, 2018; Thurs., 9 a.m.-4 p.m.
Sched. #: 2188CX250 / $205 / Instr.: Marsh

**Working with the Problem Employee**
Sept. 18, 2018; Tues., 9 a.m.-4 p.m.
Sched. #: 2188CX128 / $250 / Instr.: McNamara

**Workplace Violence: Don’t Be Blindsided**
Oct. 2, 2018; Tues., 9 a.m.-4 p.m.
Sched. #: 2188CX129 / $205 / Instr.: L. C. Frenkel

**March 12, 2019; Tues., 9 a.m.-4 p.m.**
Sched. #: 2188CX256 / $399 / Instr.: Alberiti-Annunzio

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Aug. 23, 2018; Thurs., 9 a.m.-4 p.m.
Sched. #: 2188CX250 / $205 / Instr.: Marsh

**Working with the Problem Employee**
Sept. 18, 2018; Tues., 9 a.m.-4 p.m.
Sched. #: 2188CX128 / $250 / Instr.: McNamara

**Workplace Violence: Don’t Be Blindsided**
Oct. 2, 2018; Tues., 9 a.m.-4 p.m.
Sched. #: 2188CX129 / $205 / Instr.: L. C. Frenkel

**March 12, 2019; Tues., 9 a.m.-4 p.m.**
Sched. #: 2188CX256 / $399 / Instr.: Alberiti-Annunzio
Lean Six Sigma Green Belt Certification Program
Sept. 21, 28; Oct. 5, 12, 19, 2018; Fri., 9 a.m.-5 p.m.
Sched. # 218AM4000 / $1,295 through Aug. 13, $1,495 after Aug. 13 / Instr.: Malhotra
Feb. 22; March 1, 8, 15, 22, 2019; Fri., 9 a.m.-5 p.m.
Sched. # 2192AM4000 / $1,295 through Feb. 1, $1,495 after Feb. 1 / Instr.: Malhotra

Lean Six Sigma Black Belt Certification Program
Dates will be announced.
For more information, email: aginder@unr.edu

Microsoft Excel® Essentials
Sept. 20, 2018; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB01 / $125 / Instr.: Adams
Oct. 16, 2018; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB012 / $125 / Instr.: Adams
Nov. 8, 2018; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB013 / $125 / Instr.: Adams
Feb. 21, 2019; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB01 / $125 / Instr.: Adams
March 19, 2019; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB012 / $125 / Instr.: Adams
May 16, 2019; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB013 / $125 / Instr.: Adams

Microsoft Excel® Intermediate
Nov. 1, 2018; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB02 / $125 / Instr.: Adams
Nov. 27, 2018; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB022 / $125 / Instr.: Adams
April 11, 2019; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB02 / $125 / Instr.: Adams
June 4, 2019; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2195TECHB02 / $125 / Instr.: Adams

Microsoft Word® Essentials
Oct. 18, 2018; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB04 / $125 / Instr.: Adams
March 14, 2019; Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB04 / $125 / Instr.: Adams

Microsoft Word® Intermediate/Advanced
Nov. 6, 2018; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB06 / $125 / Instr.: Adams
April 16, 2019; Tues., 8:30 a.m.-3:30 p.m.
Sched. # 2195TECHB06 / $125 / Instr.: Adams

QuickBooks® for Small Business
Nov. 13, 15, 2018; Tues., Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2188TECHB01 / $345 through Oct. 24; $395 after Oct. 24 / Instr.: Gibson
March 12, 14, 2019; Tues., Thurs., 8:30 a.m.-3:30 p.m.
Sched. # 2192TECHB01 / $345 through Feb. 20, $395 after Feb. 20 / Instr.: Gibson

COMING IN SPRING 2019!
Blockchain Basics Certificate
Dates will be announced.
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Advanced Leadership Academy
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For more information, email: aginder@unr.edu

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For more about partnering with us to meet your professional development needs, contact:

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• Shera Alberti-Anunzio, M.Ed., associate director, Professional Development and Certificate Programs, shera@unr.edu or (775) 784-1676
• Amy Ginder, M.S., associate director, Leadership and Professional Development Programs, aginder@unr.edu or (775) 784-4759
• JoAnne Gipson, operations manager, Gaming Management Program, jgipson@unr.edu or (775) 682-7558

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