Extended Studies

Take the next step to build your career!

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### Professional Development 2019-2020 | Course Schedule at a Glance

The following courses may be taken individually and require no formal admission to the University. For a full schedule of Fall and Spring semesters classes and certificate programs, registration and other information about Extended Studies, visit [extendedstudies.unr.edu](http://extendedstudies.unr.edu) or call (775) 784-4046 or (800) 233-8928.

#### AUGUST 2019
- **27** Beginning Photoshop® Online (4 weekly modules)

#### SEPTEMBER 2019
- **12-13** Power Writing For Business*
- **14** Paralegal Studies Certificate begins (16 sessions)
- **16** Human Resources National Exam Prep Program begins (11 sessions)
- **17** Employee Relations*
- **19-20** Performance Management*
- **19** Microsoft Excel® Essentials
- **20** Lean Six Sigma Green Belt begins (5 sessions)
- **24-26** The Human Factor in Project Management*
- **24** Digital Marketing Essentials Online begins (6 weekly modules)
- **24** GRE® Test Preparation begins (8 sessions)
- **26** Advanced Photoshop® Online begins (4 weekly modules)
- **26** Delegating Efficiently and Effectively*
- **27** Rural Nonprofit Management Certificate begins (5 sessions)
- **27** Public Management: Goals and Practices

#### OCTOBER 2019
- **1** Project Management Certificate Program Online begins (7 weekly modules)
- **1-2** The Art and Power of Coaching: How Leaders Engage and Inspire Others*
- **1-9** Blockchain Basics Certificate (four sessions)
- **1** Microsoft PowerPoint® Essentials
- **3-4** Social Media and HR: Policies and Practices*
- **3** Microsoft Word® Essentials
- **10** Be Right Back... Or Not: Managing Employee Leaves*
- **15** Human Resources Training and Development (Elko)
- **15-24** Project Management Essentials* (6 sessions)
- **17-18** Effective Communications Skills in the Workplace*
- **22 & 29** HR Leadership: Becoming a Strategic Business Partner*
- **22** Illustrator® Online (4 weekly modules)
- **22** Microsoft Excel® Essentials
- **24** Elements of Accident Investigation*
- **28** PMP®/CAPM® Credential Exam Preparation begins (5 sessions)
- **30** Critical Skills For Supervisors: Managing Today’s Workforce*
- **31** Public Sector Human Resources*
- **31** Microsoft Excel® Intermediate

#### NOVEMBER 2019
- **1** Conducting Successful Interviews*
- **5** Influential Leadership*
- **5 & 7** QuickBooks® for Small Business
- **7-8** Legal Aspects and Liability Issues for Employers*
- **7-8** Managing and Supervising People* (Elko)
- **12-21** Managing with MS Project® (4 sessions)
- **14** Employment, Placement and Practices*
- **14** Microsoft Excel® Essentials
- **15** Public Finance: How the Dollars Are Distributed
- **19** Succession Planning Building Your Talent Pipeline*
- **19** InDesign® Online begins (4 weekly modules)

#### DECEMBER 2019
- **3-12** Project Management: Beyond the Basics
- **3** Improve Your Workplace Teamwork Through Emergenetics**
- **5** Effective Discipline and Documentation*
- **5** Microsoft Excel® Advanced
- **6** Compensation and Benefits* (Elko)
- **6** Problem Solving: The Art and Science Behind Making Better Decisions*
- **10** Problem Solving: The Art and Science Behind Making Better Decisions* (Elko)
- **12** Administrative Law: Understanding Policy, Rules and Decisions*
- **13** Strategies for Understanding Financial Statements*

#### JANUARY 2020
- **15** Human Resources National Exam Prep Program Online begins (6 sessions)
- **19** Strategies for Understanding Financial Statements*
- **20** Employee Relations*
- **23-24** Managing and Supervising People*
- **28** Beginning Photoshop Online begins (4 weekly modules)
- **29** Employee Retention Tactics That Work*
- **31** Public Management: Goals and Practices

#### FEBRUARY 2020
- **20** Human Resources National Exam Prep Program begins (11 sessions)
- **4-5** Managing and Supervising People*
- **5** Human Resources Training and Development* (Elko)
- **6** Critical Skills for Supervisors: Managing Today’s Workforce*
- **6** Controlling the Chaos: Strategies for Managing Your Time*
- **8** Paralegal Studies Certificate begins (16 sessions)
- **10** Lean Six Sigma Black Belt Certification Program begins (7 sessions)
- **11** Payroll Fundamentals*
- **13** Microsoft Excel® Essentials
- **14** Lean Six Sigma Green Belt Certification Program begins (5 sessions)
- **18-20** The Human Factor in Project Management*
- **19-20** Effective Communications Skills in the Workplace*
- **20** Employee Relations* (Elko)
- **21** Conducting an Internal HR Audit*
- **25** Advanced Photoshop® Online begins (4 weekly modules)
- **25-26** Bringing Out the Best of a Multigenerational Workforce*
- **25** Digital Marketing Essentials Online Certificate begins (6 weekly modules)
- **28** Public Sector Human Resources*

#### MARCH 2020
- **3-12** Project Management Essentials* (6 sessions)
- **3** Workplace Violence: Prevention and Awareness Strategies*
- **6** Employee Orientations: From Design to Implementation*
- **10** Project Management Certificate Program Online begins (7 weekly modules)
- **10-18** Advanced Blockchain for Business (4 sessions)

#### APRIL 2020
- **2** Microsoft Word® Essentials
- **3** Unions 101*
- **9** Employment, Placement and Practices*
- **14** Working with the Problem Employee*
- **14** Microsoft PowerPoint® Essentials
- **15-25** PMP®/CAPM® Credential Exam Preparation (5 sessions)
- **15** Persuading People*
- **16-17** Performance Management*
- **16** Microsoft Excel® Advanced
- **17** Talking Till You’re Blue? How to Handle Difficult Conversations* (Elko)
- **20-24** Beginning Mediation and Conflict Resolution Certificate
- **21-22** Conducting an Effective Workplace Investigation*
- **21** InDesign Online (4 weekly modules)
- **24** Administrative Law: Understanding Policy, Rules and Decisions*
- **28** Project Management: Beyond the Basics begins (6 sessions)
- **28** Planning and Implementing Employee Events and Recognition Programs*
- **28** Microsoft Excel® Essentials
- **30** Conducting Successful Interviews*

#### MAY 2020
- **1** Safety Issues for HR: Recording and Reporting*
- **5** Improve Your Workplace Teamwork Through Emergenetics**
- **7** Effective Discipline and Documentation* (Elko)
- **8** Compensation and Benefits*
- **14** Microsoft Excel® Intermediate
- **19** Strategies for Understanding Financial Statements*
- **21** The Rules Have Changed: Is your HR Department in Compliance?*
- **26** Beginning Photoshop Online (4 weekly modules)
- **29** Effective Discipline and Documentation*

#### JUNE 2020
- **2-25** GRE® Test Preparation (8 sessions)
- **2** Microsoft Excel® Advanced
- **4-5** Managing and Supervising People*
- **9** Problem Solving: The Art and Science Behind Making Better Decisions*

*Courses marked with an asterisk have been approved for recertification hours through the HR Certification Institute (HRCI) and Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).
Exam Prep
Management, Paralegal Studies Prep, Preparation Marketing Essentials Online, GRE® Test Leadership Academy, Blockchain, Digital multiple-session Certificate Programs

- Four select courses to earn an online earn the 57-hour PME certificate.
- Four core courses and Public Management Custom Certificate.
- Five program within these areas of study with:
  - Take courses individually, or build a certificate extendedstudies.unr.edu

**PUBLIC MANAGEMENT**

**Human Resources Management**

- Qualifies for HRCI business/strategic hours.
- Oct. 24, 2019; Thurs., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR103 / $205 / Instr.: McNamara

- Element of Accident Investigation*
  
  Sched. #: 2198CHR112 / $205 / Instr.: Jensen

**Employee Relations**

- Sept. 17, 2019; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR102 / $205 / Instr.: McNamara

**Effective Discipline and Documentation**

- Oct. 15, 2019; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2202CHR103 / $230 / Instr.: McNamara

**Human Resources Training and Development**

- Feb. 4, 2020; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2202CHR102 / $255 / Instr.: McNamara

**Legal Aspects and Liability Issues for Employers**

- Nov. 7-8, 2019; Thurs.-Fri., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR101 / $205 / Instr.: Ianni

**Employment, Placement and Practices**

- Nov. 14, 2019; Thurs., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR101 / $205 / Instr.: Jensen

**Compensation and Benefits**

- Dec. 6, 2019; Fri., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR104 / $205 / Instr.: Wheeler

**Performance Management**

- Sept. 19-20, 2019; Thurs.-Fri., 9 a.m.-4 p.m.
  
  Sched. #: 2198CM101 / $340 / Instr: Sanders

**Managing and Supervising People**

- IN ELKO Nov. 7-8, 2019; Thurs.-Fri., 8:30 a.m.-3:30 p.m.
  
  Sched. #: 2198CM101 / $390 / Instr: Morin

**Strategies for Understanding Financial Statements**

- Qualifies for HRCI business/strategic hours.
  
  Dec. 13, 2019; Fri., 9 a.m.-4 p.m.
  
  Sched. #: 2198CM105 / $230 / Instr: Kalt

**Critical Skills for Supervisors: Managing Today’s Workforce**

- Oct. 30, 2019; Wed., 9 a.m.-4 p.m.
  
  Sched. #: 2198CSM102 / $340 / Instrs.: Hall, Cordova

**Conducting Successful Interviews**

- Sept. 17, 2019; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2198CSM102 / $205 / Instr.: McNamara

**International Employee Relations**

- Sept. 17, 2019; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2198CSM102 / $230 / Instr.: McNamara

**Effective Discipline and Documentation**

- Dec. 5, 2019; Thurs., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR112 / $205 / Instr: Jensen

**Elements of Accident Investigation**

- Oct. 24, 2019; Thurs., 9 a.m.-4 p.m.
  
  Sched. #: 2198CHR125 / $205 / Instr: Kalt

**Employee Orientations: From Design to Implementation**

- March 6, 2020; Fri., 9 a.m.-4 p.m.
  
  Sched. #: 2202CHR108 / $205 / Instr: Jensen

**Employee Retention Tactics That Work**

- Jan. 29, 2020; Wed., 9 a.m.-4 p.m.
  
  Sched. #: 2202CHR104 / $205 / Instr: McNamara

**HR Leadership: Becoming a Strategic Business Partner**

- Oct. 22 and 29, 2019; Tues., 9 a.m.-4 p.m.
  
  Sched. #: 2198HR107 / $340 / Instr: Downs

More Spring/Summer 2020 classes are coming soon! Watch the web: extendedstudies.unr.edu
The Art and Power of Coaching: How Leaders Engage and Inspire Others*
Oct. 1-2, 2019; Tues.-Wed., 9 a.m.-noon
Sched. #: 2198CX211 / $205 / Instr.: Prendergast

The Rules Have Changed: Is Your HR Department in Compliance?*
May 21, 2020; Thurs., 9 a.m.-4 p.m.
Sched. #: 2202MR103 / $250 / Instr.: Rezac

Unions 101*
April 3, 2020; Fri., 9 a.m.-4 p.m.
Sched. #: 2202CX250 / $205 / Instr.: Marsh

Working with the Problem Employee*
Nov. 20, 2019; Wed., 9 a.m.-4 p.m.
Sched. #: 2198CX128 / $265 / Instr.: McNamara

Workplace Violence: Prevention and Awareness Strategies*
March 3, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2202CX129 / $205 / Instr.: Frenkel

Persuading People*
April 15, 2020; Wed., 9 a.m.-4 p.m.
Sched. #: 2202CX254 / $205 / Instr.: Sanders

Planning and Implementing Employee Events and Recognition Programs*
April 28, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2202CX212 / $205 / Instr.: McNamara

Problem Solving: The Art and Science Behind Making Better Decisions*
IN ELKO Dec. 6, 2019; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2198CX320 / $255 / Instr.: Frenkel
Dec. 10, 2019; Tues., 9 a.m.-4 p.m.
Sched. #: 2198CX320 / $255 / Instr.: Frenkel
June 9, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2205CX320 / $255 / Instr.: Frenkel

Safety Issues for HR: Recording and Reporting*
May 1, 2020; Fri., 9 a.m.-4 p.m.
Sched. #: 2202CX242 / $205 / Instr.: Hertel

Social Media and HR: Policies and Practices*
Qualifies for HRCI business/strategic hours.
Oct. 3-4, 2019; Thurs.-Fri., 9 a.m.-noon
Sched. #: 2198CX241 / $205 / Instr.: C. Felts

Succession Planning: Building Your Talent Pipeline*
Qualifies for HRCI business/strategic hours.
Nov. 19, 2019; Tues., 9 a.m.-4 p.m.
Sched. #: 2198AH111 / $250 / Instr.: Frenkel

Talking Till You’re Blue? How to Handle Difficult Conversations*
March 24, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2202CX222 / $25 / Instr.: Frenkel
IN ELKO April 17, 2020; Fri. 8:30 a.m.-3:30 p.m.
Sched. #: 2202CX228 / $285 / Instr.: Frenkel

Improve Your Workplace Teamwork Through Emergenetics**
Dec. 3, 2019; Tues., 9 a.m.-4 p.m.
Sched. #: 2198CX256 / $399 / Instr.: Alberti-Annunzio
May 5, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2202CX256 / $399 / Instr.: Alberti-Annunzio

NEW! Influential Leadership*
Nov. 5, 2019; Tues., 9 a.m.-4 p.m.
Sched. #: 2198CX261 / $205 / Instr.: Frenkel

Job Analysis and Proper Classification Under FLSA*
Nov. 22, 2019; Fri., 9 a.m.-4 p.m.
Sched. #: 2198CX238 / $205 / Instr.: Marsh

NEW! Manage and Provide Excellent Customer Service*
March 26, 2020; Thurs., 9 a.m.-4 p.m.
Sched. #: 2202CX117 / $205 / Instr.: Sacks

NEW! Payroll Fundamentals
Feb. 11, 2020; Tues., 9 a.m.-4 p.m.
Sched. #: 2202CX253 / $205 / Instr.: Levine-Grover

The Human Factor in Project Management**
Sept. 24-26, 2019; Tues.-Thurs., 6-9 p.m.
Sched. #: 2198EPML102 / $345 through Sept. 6, $395 after Sept. 6 / Instr.: Ciccooti
Feb. 18-20, 2020; Tues.-Thurs., 6-9 p.m.
Sched. #: 2202EPML102 / $345 through Jan. 31, $395 after Jan. 31 / Instr.: Ciccooti

Project Management Essentials*
Oct. 15-24, 2019; Tues.-Thurs., 6-9 p.m. (6 sessions)
Sched. #: 2198EPML102 / $650 through Sept. 27, $750 after Sept. 27 / Instr.: Porter
March 3-12, 2020; Tues.-Thurs., 6-9 p.m. (6 sessions)
Sched. #: 2202EPML102 / $650 through Feb. 14, $750 after Feb. 14 / Instr.: Porter

Managing with MS Project*
Nov. 12-21, 2019; Tues. and Thurs., 6-9 p.m. (4 sessions)
Sched. #: 2198PM2102 / $445 through Oct. 24, $495 after Oct. 24 / Instr.: Baryol
March 31-April 9, 2020; Tued. and Thurs., 6-9 p.m. (4 sessions)
Sched. #: 2202PM2102 / $445 through March 13, $495 after March 13 / Instr.: Baryol

Project Management: Beyond the Basics
Dec. 3-12, 2019; Tues.-Thurs., 6-9 p.m. (6 sessions)
Sched. #: 2198PM1072 / $650 through Nov. 15, $750 after Nov. 15 / Instr.: Allen
April 28-May 7, 2020; Tues.-Thurs., 6-9 p.m. (6 sessions)
Sched. #: 2202PM1072 / $650 through April 10, $750 after April 10 / Instr.: Allen

(See Exam Preparation for the PMP®/CAPM® Credential Exam Preparation course and Project Mgmt for the Online Project Management program.)
ONLINE! Beginning Photoshop*  
Aug. 27 - Sept. 23, 2019 (4 weekly modules)  
Sched. #: 2198TECH992 / $299 through Aug. 16 / Instr.: Welch  
Jan. 28 - Feb. 24, 2020 (4 weekly modules)  
Sched. #: 2202TECH992 / $299 through Jan. 17 / Instr.: Welch  
May 26 - June 22, 2020 (4 weekly modules)  
Sched. #: 2205TECH992 / $299 through May 8 / Instr.: Welch

ONLINE! Advanced Photoshop*  
Sept. 24 - Oct. 21, 2019 (4 weekly modules)  
Sched. #: 2198TECH993 / $299 through Sept. 6 / Instr.: Welch  
Feb. 25 - March 23, 2020 (4 weekly modules)  
Sched. #: 2202TECH993 / $299 through Feb. 7 / Instr.: Welch

ONLINE! Illustrator*  
Oct. 22 - Nov. 18, 2019 (4 weekly modules)  
Sched. #: 2198TECH994 / $299 through Oct. 4 / Instr.: Welch  
March 24 - April 20, 2020 (4 weekly modules)  
Sched. #: 2202TECH994 / $299 through March 6 / Instr.: Welch

ONLINE! InDesign*  
Nov. 19 - Dec. 6, 2019 (4 weekly modules)  
Sched. #: 2198TECH995 / Fee: $299 through Nov. 1 / Instr.: Welch  
April 21 - May 18, 2020 (4 weekly modules)  
Sched. #: 2202TECH995 / $299 through April 3 / Instr.: Welch

Lean Six Sigma Green Belt Certification Program  
Sept. 20 - Oct. 18, 2019; Fri., 9 a.m.-5 p.m. (5 sessions)  
Sched. #: 2198AM400 / $1,395 through Aug. 30 / Instr.: Malhotra  
Feb. 14 - March 13, 2020; Fri., 9 a.m.-5 p.m. (5 sessions)  
Sched. #: 2202AM400 / $1,395 through Jan. 29 / Instr.: Malhotra

Lean Six Sigma Black Belt Certification Program  
Feb. 10 - March 12, 2020; Feb. 10, Mon.; Feb. 13, 20 and 27, Thurs.; March 5 and 12, Thurs.; March 11, Wed.; 9 a.m.-5 p.m. (7 sessions)  
Sched. #: 2202AM401 / $3,995 through Jan. 24 / Instr.: Malhotra

Microsoft Excel* Essentials  
Sept. 19, 2019; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH901 / $150 / Instr.: Adams  
Oct. 22, 2019; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH902 / $150 / Instr.: Adams  
Nov. 14, 2019; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH903 / $150 / Instr.: Adams  
March 12, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH903 / $150 / Instr.: Adams

Microsoft Excel® Intermediate  
Oct. 31, 2019; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH902 / $150 / Instr.: Adams  
Nov. 19, 2019; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH902 / $150 / Instr.: Adams  
March 31, 2020; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH903 / $150 / Instr.: Adams  
May 14, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH903 / $150 / Instr.: Adams

Microsoft Excel® Advanced  
Dec. 5, 2019; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH903 / $150 / Instr.: Adams  
April 16, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH903 / $150 / Instr.: Adams  
June 2, 2020; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2205TECH903 / $150 / Instr.: Adams

Microsoft Word® Essentials  
Oct. 3, 2019; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH904 / $150 / Instr.: Adams  
April 2, 2020; Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH904 / $150 / Instr.: Adams

Microsoft PowerPoint® Essentials  
Oct. 1, 2019; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH908 / $150 / Instr.: Adams  
April 14, 2020; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 2202TECH908 / $150 / Instr.: Adams

QuickBooks® for Small Business  
Nov. 5 and 7, 2019; Tues., Thurs., 8:30 a.m.-3:30 p.m.  
Sched. #: 2198TECH901 / $345 through Oct. 16; $395 after Oct. 16 / Instr.: Gibson

COMING SOON! Online Coding Bootcamp  
Schedule and complete program information will be available in fall 2019. Check extendedstudies.unr.edu or email aginder@unr.edu for more information.

Paralegal Studies Certificate (16 sessions)  
Sept. 14 - Dec. 8, 2019; select Sat.-Sun., 9 a.m.-5 p.m. (6 sessions)  
Sched. #: 2198PARA101 / $1,625 through Sept. 13 / Instr.: Spoo and Doyle  
Feb. 7 - April 26, 2020; select Sat.-Sun., 9 a.m.-5 p.m. (6 sessions)  
Sched. #: 2202PARA101 / $1,625 (6 sessions) / Instr.: Spoo and Doyle

Microsoft Project Management Certificate Program  
Oct. 1 - Nov. 8, 2019 (7 weekly modules)  
Sched. #: 2198LEAD301 / $2,295 through Oct. 13 / Instr.: Allen  
Sched. #: 2202LEAD301 / $2,295 through Nov. 3 / Instr.: Allen

Blockchain Basics Certification Program  
Sept. 13, 2019; Tues.-Wed., 8:30 a.m.-3:30 p.m. (4 weekly modules)  
Sched. #: 2198PD161 / $550 through Sept. 13 / Instr.: Cafferata, Jones, Moen  
Sched. #: 2202PD161 / $550 through Sept. 12 / Instr.: Cafferata, Jones, Moen

Advanced Leadership Academy  
Returning in spring 2020. Dates will be announced.  
Schedule and complete program information will be available in October 2019. Check extendedstudies.unr.edu for more information, or email aginder@unr.edu
Your needs. Our expertise.

At Extended Studies, meeting the training needs of northern Nevada is paramount, and responsiveness to change is key to meeting those needs. That is why we are always evolving, with new courses in development throughout the year and customized programs designed in partnership with you, your business or your organization.

Visit our website often and sign up to receive emails to keep up-to-date on the latest developments at Extended Studies.

Class locations

Most classes take place at the University of Nevada, Reno Redfield Campus, Nell J. Redfield Building A, 18600 Wedge Parkway, Reno. Contract courses and customized training can take place at the site of your choosing. For class locations, our up-to-date schedule, course descriptions and registration, please visit our website. Some electives for the Human Resource Management, Supervisory Management and Public Management certificate programs also are offered at Great Basin College in Elko.

Added value

The fee for many full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Parking is free at Redfield Campus; fees for courses on the main University campus include permit parking.

SAVE! Early-bird and other discounts available for many courses

Early registration discounts are available for some classes. Check the website for early registration dates. Discounts are often available for organizations and businesses sending multiple people to one class. Contact us for more information about these discounts.

You have training needs. We have solutions.

Top-performing companies recognize workforce training and development lead to measurable success. Extended Studies can deliver courses and programs at your site or ours — all designed with your budget, your goals and your business in mind. Exceptional instructors and first-rate curriculum offer fresh perspectives, competitive tools and best practices that will strengthen even the finest employees, operations and bottom lines.

Let us work for you.

With courses and training from Extended Studies, you’ll benefit from:

• Increased productivity and efficiency to help you tackle today’s issues and tomorrow’s challenges
• Professional development for retraining, reorganizing and retaining key employees
• Skill enhancement: practical, real-world business applications; and up-to-the-minute information from experienced faculty and industry experts
• Opportunities to establish broad professional and industry-specific relationship networks

For information, visit extendedstudies.unr.edu or call (775) 784-4046 or (800) 233-8928.

The word is out!

Here’s what our students are saying:

“Very detailed and motivating course. I walked away feeling like I could go back to work, and motivate and relate to my crew on a new level.”

— Chancy Gusky, High Mark Construction

“Amazing course for getting you to think outside the box!”

— Donna DiCarlo, City of Sparks

“Experienced, enthusiastic instructor with real-world knowledge, true commitment to the integrity of her field and a strong desire to help others.”

— Jennifer Smith, NV Energy

“One of the best, most useful and insightful courses I’ve taken.”

— Amy Guinan, Tahoe Family Solutions

Contact us…

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

• Jodi Herzik, MPA, executive director, Professional Development Programs, jodim@unr.edu or (775) 682-6420
• Shera Alberti-Amunzio, M.Ed., associate director, Workforce Development, 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