

Certificate in Management Development For Organizational Effectiveness

This program covers the full range of management and leadership responsibilities and is designed with flexibility to meet your individual performance and training needs. It offers the opportunity to gain a Certificate by completing 70 credit hours, consisting of 49 hours of Core / Required Courses and 21 hours of Optional Courses.

Winter/Spring 2005 Series*

Core (Required) Courses**:

- Introduction to Management - Jan 27/05
- Personality in the Workplace - Feb 10/05
- Leadership & Management - Feb 24/05
- Vision to Action: Achieving Business Goals and Objectives - Mar 8/05
- Coaching, Mentoring and Motivating (performance management) - Apr 7/05
- Principles of Human Resource Management - Apr 21/05
- Building a Resilient Organizational Culture (managing change and conflict) - May 5/05

FEE—Core package*** of 7 courses:

- \$1,050 + gst for QNET / MFPA / MHA / MRA members
- \$1,500 + gst for non-members

FEE—Individual core courses:

- \$195 + gst / course for QNET/ MFPA/ MHA/ MRA members
- \$240 + gst per course for non-members

Optional Courses** (more courses will be added):

- The WHY Behind Decision Making - Feb 15/05
- Balanced Scorecard: Linking Strategy to Results - Mar 15/05
- Managing Excellence - May 10/05 - *registration not yet available for this course*
- Train The Workplace Trainer (14 credit hours, 4 mornings) - *registration not yet available for this course*
 - Staff Orientation - The Training Starts Here - Mar 10/05
 - Communication - Learn and Practice - Mar 17/05
 - On the Job Training - Six Steps - Apr 7/05
 - Evaluation and Recognition - Training Results that Last - Apr 14/05
- Teams and Teambuilding - date TBA
- Project Management – Introduction - date TBA
- Emotional Intelligence - Part One (Mar 22/05), Part Two (Apr 19/05) - note: 7 credit hours for the two parts (each a half day)
- Interpersonal Communication - date TBA

* In addition to the Winter/Spring 2005 series of dates, the program will be offered each fall and spring.

** Courses are full day, unless otherwise noted. Fees for optional courses vary — visit QNET web site or phone 949-4999 for details.

*** Take advantage of reduced Core Package fees — purchase a seat in the entire series of Core Courses and send various staff to sessions.

Receive a University of Manitoba Certificate... The core courses (and most optional courses) will be applicable for credit in the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) program with the University of Manitoba Continuing Education. This allows participants to continue in a program of management development and receive a university certificate.



Presented by:



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REGISTRATION FORM: Fax to (204) 949-4990 or register online at www.qnet.mb.ca

NAME _____ TITLE _____

ORGANIZATION _____ CITY _____

PH _____ FAX _____ EMAIL _____

Please register me for the complete 7 Course Core Package—Certificate in Management Development.

Please register my company/organization for the complete 7 Course Core Package—Certificate in Management Development. (A list of the individuals who will attend the courses is attached, with their name, title, phone, fax and email.)

Please register me for courses noted above (put a ✓ in the box next to the courses under Winter/Spring 2005 Series)

For membership discount: I am a member of: QNET MFPA MRA MHA

PAYMENT METHOD : Please Invoice Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholders Name _____ Signature _____

An event confirmation will be sent one week prior to each course. Cancellations must be received in writing no later than 6 business days prior to the start of each course. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. (G.S.T. Reg # 899755334RT)

Partners:

Manitoba Food Processors Association (MFPA) / Manitoba Hotel Association (MHA) Manitoba
Restaurant Association (MRA) / Canada Manitoba Business Service Centre
Industry Training Partnerships, Manitoba Advanced Education & Training

