Professional Development
In-Person and Online

Customized Training

Conference and Event Services

Certificates and Certifications

NEW! Business Communication Certificate

UMD CONTINUING EDUCATION:
Excellence in Professional Development and Individual Learning.

Collaboration. Customization. Results.
Greetings!

Success in today’s work environment requires ongoing professional development. The choices you make are critical to your success and impact the decisions we make when developing our programs. Last fall, your feedback led to the launch of our Frontline Leadership certificate. This spring, I am happy to introduce our Business Communication certificate. This program is offered in response to your expressed need for developing written and interpersonal communication skills.

I encourage you to check out this new certificate on page 3, along with all of our other great programs.

Roxanne Richards
Director, Continuing Education

NEW Program: Business Communication Certificate

Effective communication skills are necessary for a successful career. Many employers rank spoken and written communication as top skills they look for in job applicants – even more important than technical or job-specific skills. Strengthen relationships and build your credibility with the communication skills and knowledge you’ll gain in this program!

Learn more about the Business Communication Certificate on page 3!

The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute’s® (HCRI®) criteria to be pre-approved for recertification credit.

UMD Continuing Education is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP.

- Go to www.d.umn.edu/ce for a complete listing of our workshops, courses, and certification opportunities.
- Our workshops can be customized to fit your needs, and delivered to your employees at your workplace.
- Programs and prices subject to change.

Roxanne Richards
Director, Continuing Education
Customized Training

Why choose UMD Continuing Education? Because we are different in ways that count for your business success.

• You have input at every stage of development and implementation to ensure the training is about you and for you.
• We select from our roster of community and campus specialists to match your needs, because no single person has all the answers.
• You choose: we can craft in-person sessions or online modules for your one-time or ongoing use.
• Our experts combine research with real-world experience and bring it to your workplace.
• Your employees can earn UMD Continuing Education Units (CEUs) for their professional development.

To meet the unique needs of organizations, we provide customized training solutions with a customer-centered focus. First, we get to know you: we learn about your organization’s culture, the industries you serve, and your workforce dynamics. Then we work collaboratively to identify the learning goals.

In developing training objectives, we draw upon our deep pool of content experts from both the university and business communities. These specialists are chosen not only for their subject matter knowledge, but also for their credibility in real-world experience and professional influence. This expertise is coupled with instructional design input to create innovative content and applied activities geared for adult working learners.

Our programs are delivered either in face-to-face format so learners can network with other professionals seeking to enhance similar skill sets, or online to meet personal schedules and learning paces.

UMD CE customized training—delivered how, when, and where you want it!

Current Programs In Demand:

• Leadership Development
• Succession Planning
• Financial Fundamentals
• Strategic Thinking
• Emotional Intelligence
• Self and Social Awareness
• Change Management
• Building Strong Teams
• First Time Supervisor/Manager
• Managing Performance
• Conflict Management
• Verbal and Written Communication
• Effective Listening
• Generations in the Workplace
• Diversity/Respect in the Workplace
• Customer Service
• Sales (customized by topic)
• Working with Tribal Nations
• Project Management
• LEAN, Six Sigma, Statistical Process Control (SPC)
• K-12 Teacher Professional Development
• Behavioral Health Topics
• Talent Assessments
• Custom Online Course Development

For a complete list of UMD Continuing Education offerings, go to: www.d.umn.edu/ce/

Contact Amy Galbraith, Customized Training Manager
Phone: 218/726-6819 / Email: agalbrai@d.umn.edu
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**Workshop Instructors**

**Professional Development – ONLINE COURSES**

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**Conference and Event Services**

**Certificates and Certifications**

Programs and prices subject to change.

2 UMD Continuing Education: Collaboration. Customization. Results.
Effective communication skills are necessary for a successful career. Many employers rank spoken and written communication as top skills they look for in job applicants – even more important than technical or job-specific skills. You will learn to produce clear, concise, and powerfully written messages that advance your ideas, build consensus, and resolve conflict; you will develop techniques to deliver an engaging presentation, improve your listening skills, and handle difficult conversations.

This five-course program builds your skills and confidence in spoken and written communication so you convey professionalism with your words and actions. Throughout this program you will have ample opportunity to polish your abilities and talents. Courses are listed in recommended sequence; however, you may take them in any order. There are no pre-requisites.

### At-A-Glance

- **Contact Hours:** 30
- **Required Courses:** Five 6-hour courses
- **Cost:** $349 for each course (Courses may be taken individually)
- **Discount:** Register for all of the courses in the certificate program at once and receive 20% off for a total of $1,396
- **Completion timeframe:** You have two years from the date of your first class to complete the certificate

### Courses

- **Communication and Conflict (CMCN X101)**
  - Wednesday, February 8, 8:30 AM – 4:00 PM (Spring 2017) or Thursday, October 5, 8:30 AM – 4:00 PM (Fall 2017)
  - Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
  - $349 (includes refreshments and lunch)
  - Instructor: Julie Ahasay

  This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP. This course also fulfills requirements in the Frontline Leadership Certificate.

- **Business Writing (BZWR X101)**
  - Wednesday, March 1, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, October 25, 8:30 AM – 4:00 PM (Fall 2017)
  - Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
  - $349 (includes refreshments and lunch)
  - Instructor: Jason Davis

  This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

- **Building Effective Teams (BEFT X101)**
  - Wednesday, April 12, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, December 6, 8:30 AM – 4:00 PM (Fall 2017)
  - Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
  - $349 (includes refreshments and lunch)
  - Instructor: Jerritt Johnston

  This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP. This course also fulfills requirements in the Frontline Leadership Certificate.
Public Speaking (PSPK X101)
Wednesday, April 26, 8:30 AM – 4:00 PM (Spring 2017)
Location: Midi Restaurant’s Fireside Room, Fitger’s Complex, 600 E. Superior Street, Duluth
or Tuesday, November 7, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Julie Ahasay
This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Handling Difficult Conversations (HDCN X101)
Tuesday, May 2, 8:30 AM – 4:00 PM (Spring 2017)
Location: Midi Restaurant’s Fireside Room, Fitger’s Complex, 600 E. Superior Street, Duluth
or Wednesday, September 27, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Jerritt Johnston
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Frontline Leadership Certificate

Transitioning from an individual contributor to a supervisor is not easy. Often, people with strong technical skills are promoted to a leadership role only to find that the skills that made them successful in their old position are vastly different from what is needed to successfully lead others.

The Frontline Leadership Certificate is ideal for new or experienced frontline leaders and supervisors or individuals preparing for a leadership role. You will leave this certificate program with a strong foundation in the knowledge and skills needed to become a high-performing frontline leader. Courses are listed in recommended sequence; however, you may take them in any order. There are no pre-requisites.

**At-A-Glance**

- **Contact Hours:** 30
- **Required Courses:** Five 6-hour courses
- **Cost:** $349 for each course (Courses may be taken individually)
- **Discount:** Register for all of the courses in the certificate program at once and receive 20% off for a total of $1,396
- **Completion timeframe:** You have two years from the date of your first class to complete the certificate

**Courses:**
- Foundations of Frontline Leadership
- Communication and Conflict
- Business Acumen
- Building Influence and Managing Performance
- Building Effective Teams
Foundations of Frontline Leadership (FFLL X101)
Tuesday, January 17, 8:30 AM – 4:00 PM (Spring 2017) or
Wednesday, September 20, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Arlene Anderson
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Communication and Conflict (CMCN X101)
Wednesday, February 8, 8:30 AM – 4:00 PM (Spring 2017) or
Thursday, October 5, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Julie Ahasay
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP. This course also fulfills requirements in the Business Communication Certificate.

Business Acumen (BSAC X101)
Tuesday, February 28, 8:30 AM – 4:00 PM (Spring 2017) or
Wednesday, November 15, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Dick DeBlieck (Spring 2017) TBA (Fall 2017)
This program has been approved for 6 General and Business recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Building Influence and Managing Performance (BIMP X101)
Wednesday, March 22, 8:30 AM – 4:00 PM (Spring 2017) or
Tuesday, October 24, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Arlene Anderson
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Building Effective Teams (BEFT X101)
Wednesday, April 12, 8:30 AM – 4:00 PM (Spring 2017) or
Wednesday, December 6, 8:30 AM – 4:00 PM (Fall 2017)
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$349 (includes refreshments and lunch)
Instructor: Jerritt Johnston
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP. This course also fulfills requirements in the Business Communication Certificate.
Fundamentals of Engineering Review Course (FERE X101)
Tuesday evenings, January 17 – April 4, 6:00 – 9:00 PM
Location: UMD, Solon Campus Center 120
Register before January 17; UMD Students, $245; Non-UMD Students, $295
Register on or after January 17: UMD Students, $270; Non-UMD Students, $320

Foundations of Frontline Leadership (FFLL X101)
Tuesday, January 17, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, September 20, 8:30 AM – 4:00 PM (Fall 2017)
See page 5 for more details.

The Five Dysfunctions of a Team (FDOT X101)
Wednesday, January 25, 8:30 AM – 4:00 PM
Location: Great Lakes Aquarium, 353 Harbor Drive, Duluth
$365 (includes refreshments, lunch, and the book The Five Dysfunctions of a Team by Patrick Lencioni); Instructor: Jerritt Johnston
This program has been approved for 6 General recertification credit hours through the HR Certification Institute (HCRI). This program is valid for 6 PDCs for the SHRM-CP or SHRM-SCP.

Introduction to Lean Management (INLM X101)
Tuesday, January 31, 12:30 – 4:30 PM
Location: UMD Center for Economic Development, 11 E. Superior St., Suite 210, Duluth
$245 (includes refreshments); Instructor: Scott Ciochetto
This program has been approved for 3.75 General and Business recertification credit hours through the HR Certification Institute (HCRI). This program is valid for 3.75 PDCs for the SHRM-CP or SHRM-SCP.

Communication and Conflict (CMCN X101)
Wednesday, February 8, 8:30 AM – 4:00 PM (Spring 2017) or Thursday, October 5, 8:30 AM – 4:00 PM (Fall 2017)
See page 3 for more details.

How to Motivate the Unmotivated (HTMU X101)
Wednesday, February 15, 12:30 – 4:30 PM
Location: UMD Center for Economic Development, 11 E. Superior St., Suite 210, Duluth
$245 (includes refreshments); Instructor: Connie Larson
This program has been approved for 3.75 General recertification credit hours through the HR Certification Institute (HCRI). This program is valid for 3.75 PDCs for the SHRM-CP or SHRM-SCP.

Business Acumen (BSAC X101)
Tuesday, February 28, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, November 15, 8:30 AM – 4:00 PM (Fall 2017)
See page 5 for more details.

Business Writing (BZWR X101)
Wednesday, March 1, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, October 25, 8:30 AM – 4:00 PM (Fall 2017)
See page 3 for more details.

How to Manage Meetings Effectively (HMME X101)
Tuesday, March 14, 1:00 – 4:00 PM
Location: UMD Center for Economic Development, 11 E. Superior St., Suite 210, Duluth
$189 (includes refreshments); Instructor: Jerritt Johnston
This program is valid for 2.75 PDCs for the SHRM-CP or SHRM-SCP.
**Hiring the Right Employees (HTRE X101)**
Thursday, March 16, 8:30 AM – 12:30 PM
Location: UMD Center for Economic Development, 11 E. Superior St., Suite 210, Duluth
$245 (includes refreshments); Instructor: Audra Flanagan

This program has been approved for 3.75 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 3.75 PDCs for the SHRM-CP or SHRM-SCP.

**Building Influence and Managing Performance (BIMP X101)**
Wednesday, March 22, 8:30 AM – 4:00 PM (Spring 2017) or Tuesday, October 24, 8:30 AM – 4:00 PM (Fall 2017)
See page 5 for more details.

**DISCUS / MOSES: Monitoring Tardive Dyskinesia (DMTD X101)**
Thursday, March 30, 9:00 AM – 4:00 PM
Location: UMD Center for Economic Development, 11 E. Superior Street, Suite 210, Duluth
$69 (includes refreshments and lunch); Instructor: Karen Finck

This course provides 6.5 contact hours to nurses and 5.4 CEU’s to social workers.

**Building Effective Teams (BEFT X101)**
Wednesday, April 12, 8:30 AM – 4:00 PM (Spring 2017) or Wednesday, December 6, 8:30 AM – 4:00 PM (Fall 2017)
See page 3 for more details.

**Public Speaking (PSPK X101)**
Wednesday, April 26, 8:30 AM – 4:00 PM (Spring 2017)
Tuesday, November 7, 8:30 AM – 4:00 PM (Fall 2017)
See page 4 for more details.

**Building a Resilient Workforce (BRWF X101)**
Thursday, April 27, 9:00 AM – Noon
Location: Blue Cross & Blue Shield of MN, 425 W. Superior St., Suite 1060, Duluth
$189 (includes refreshments); Instructor: Arlene Anderson

This program has been approved for 2.75 General recertification credit hours through the HR Certification Institute (HRCI). This program is valid for 2.75 PDCs for the SHRM-CP or SHRM-SCP.

**Helping Our Kids Manage Emotions (HKME X101)**
Anxiety in Childhood and Adolescence
Saturday, April 29, 8:30 AM – 12:30 PM
Location: Midi Restaurant's Fireside Room, Fitger's Complex, 600 E. Superior St., Duluth
$49 (includes refreshments); Instructor: Charlie Orsak and Marian Flammang

4 CEU's through Minnesota Board of Social Work (MN BOSW)

**Handling Difficult Conversations (HDCN X101)**
Tuesday, May 2, 8:30 AM – 4:00 PM (Spring 2017)
Wednesday, September 27, 8:30 AM – 4:00 PM (Fall 2017)
See page 4 for more details.

**Connecting with Persons with Dementia: The Validation Method (CWPD X101)**
Saturday, May 13, 9:00 AM – 4:00 PM
Location: Midi Restaurant's Fireside Room, Fitger's Complex, 600 E. Superior St., Duluth
$69 (includes refreshments and lunch); Instructor: Jessica Harstad

6 CEUs through Minnesota Board of Social Work (MN BOSW)
Workshop Instructors

**Julie Ahasay** is an instructor in the UMD Department of Communication and specializes in teaching public speaking and interpersonal communication. She has led communication workshops for St. Louis County, The College of St. Scholastica and UMD focused on managing workplace communication through skill development in listening, conflict management and verbal and non-verbal communication.

**Arlene Anderson** specializes in leadership development, resilience training, communication/conflict, strategic planning, and culture change management. Arlene has an extensive background as a senior leader in various business and health care settings. She holds a Master of Science in Psychology with a focus on organization development.

**Scott Ciochetto** has Lean and Six Sigma process improvement experience in the mining, industrial manufacturing, medical, software deployment, and construction management industries. He has a Mechanical Engineering degree from the University of North Dakota, an MBA with an emphasis in Project Management from Capella University, and Six Sigma Black Belt from Motorola University & Cliffs Natural Resources.

**Jason Davis** is the Director of Information Technology at UMD. He taught Composition and English as a Second Language at UMD, and Writing Studies at Fond du Lac Tribal and Community College. Jason holds a BA in English and a MA in Liberal Studies from UMD, and a doctorate in Educational Policy and Administration from the U of M Twin Cities.

**Dick DeBlieck** is President of Summit Management Consulting Services, LLC, helping client organizations with planning and leadership development. His clients include Fortune 500 as well as smaller, fast-growing organizations spanning a wide variety of industries. He has an MBA in management and finance from the University of Minnesota.

**Karen Finck**, RN, MS, CS, is the owner and president of Health Counseling Services, and has a private practice as a psychotherapist through Mental Health Counseling Services. She has extensive experience in community nursing consultation, designing models of nursing care, and developing healthcare policies and procedures.

**Marian Flammang**, PhD, is a licensed clinical psychologist with Polinsky Medical Rehabilitation Center in Duluth. Over the course of her career, she has focused on psychotherapy and psychological assessments with children and adults. Her special interests include yoga and meditation as treatment techniques.

**Audra Flanagan** is a Human Resource Consultant with 25-years of professional experience in Federal Government, City Government, higher education, and business. She has a Master and Bachelor of Arts Degree in Organizational Management and Communications. Audra is a veteran; recently retiring from the 148th Fighter Wing as a Lieutenant Colonel after 24-years of service.

**Jessica Harstad** completed three years of intensive training to become a Certified Validation Teacher. She is the Validation Coordinator at St. Benedict’s Senior Community in St. Cloud and teaches Validation courses and workshops for long term care staff. Jessica has completed the dementia care certificate program through Aging Services and received her Master’s degree in Gerontology from St. Cloud State University.

**Jerritt Johnston** is the owner of True North Consultants, a leadership development and organizational consulting business. He holds a Master’s Degree in Education from the University of St. Thomas and has spent his professional career training individuals and facilitating organizational growth.

**Connie Larson** has over 20 years experience in Human Resources. She has a Master’s degree in Management from the College of St. Scholastica and is a certified Senior Professional in Human Resources (SPHR) and a SHRM-Senior Certified Professional. Connie is the immediate Past Director for Minnesota SHRM State Council, an organization of over 5,000 HR professionals.

**Charlie Orsak**, PhD, is currently staff psychologist at the Diagnostic and Assessment Center at Northwood Children’s Services in Duluth. He was previously affiliated with Essentia Health, providing evaluation and therapy services for children and adolescents in Behavioral Health, Pediatrics, Pediatric Oncology, and Pediatric Neurology. He has a special interest in anxiety, trauma related, and obsessive-compulsive disorders.
Certificate in Business Administration  
Online, January 11 – April 28  
Eight Individual Modules: $899 each

Classes are offered fall and spring semesters. It is possible to complete all eight modules in an academic year. The modules can also be used to fulfill the prerequisite requirement for admission into the UMD Masters of Business Administration (MBA) program. For admission into the certificate program, please contact Tracey Bolen, tbolen@d.umn.edu, 218/726-7520.

Individual Modules: Spring Semester 2017
First half of semester 01/11/2017 – 03/03/2017
• PMBA 2600 Fundamentals of Financial Management
• PMBA 2800 Fundamentals of Human Resource Management
• Second half of semester 3/13/2017 – 4/28/2017
• PMBA 2300 Fundamentals of Operations Management
• PMBA 2700 Fundamentals of Marketing

Project Management Test Preparation (PMTP X101)  
Online, self-paced  
$699 (35 hours; 35 PDUs to qualify for PMI Project Management Professional Exam)

Experiencing a lack of time to study for the PMP exam? This comprehensive course includes exam-taking tips, 11 comprehensive modules, five process group tests, and two full-length, 200-question practice exams covering the PMBOK Guide areas of knowledge, which will provide a report to help you determine your areas of weakness. After completing the 12 modules (listed below), you will be adequately prepared to pass the PMP examination.

Individual Courses in Project Management Test Preparation:
The 11 courses that make up the full Project Management Test Preparation Course may be taken individually. Courses 1 – 11 are 3 hours in length; course 12 is 5 hours. Courses 1 – 11 are $79 each; course 12 is $90.

• PMP-1: Introduction to Project Management (PMIC X101)
• PMP-2: Project Processes and Project Integration Management (PMIC X102)
• PMP-3: Project Scope Management (PMIC X103)
• PMP-4: Project Time Management (PMIC X104)
• PMP-5: Project Cost Management (PMIC X105)
• PMP-6: Project Quality Management (PMIC X106)
• PMP-7: Project Human Resource Management (PMIC X107)
• PMP-8: Project Communications Management (PMIC X108)
• PMP-9: Project Risk Management (PMIC X109)
• PMP-10: Project Procurement Management (PMIC X110)
• PMP-11: Project Stakeholder Management (PMIC X111)
• PMP-12: Practice Exams and Exam Strategies (PMIC X112)

Studies in Gambling Addiction Certificate: Counseling the Pathological Gambler  
Online, self-paced  
Certificate: $1,295 (60 hours), includes Courses 1 and 2 (SIGA X201)  
Course 1: $695 (30 hours), Course 2: $695 (30 hours) (SIGA X001 and SIGA X002)

Completion of the 60-hour certificate may be applied toward certification by the American Academy of Health Care Providers in Addictive Disorders.
ONLINE COURSES

Sustainable Food Systems Certificate (SFSC X101)
Online, self-paced
Certificate: $995 (5 courses, 50 hours)
Individual Courses: $239 each (10 hours each)

Individual Courses in Sustainable Food Systems:
- Local and Global Food Systems (SFSI X001)
- Sustainable Farming and Urban Agriculture (SFSI X002)
- Between Farm and Table (SFSI X003)
- Food Justice: Ethical Production and Distribution (SFSI X004)
- Food Systems Policy and Trends (SFSI X005)

Teacher Education: Accommodation, Modification, and Adaptation of Curriculum and Instruction (AMAC X101)
Online, self-paced
$99 (7.5 hours)

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Additional Online Courses and Workshops
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- Autism Spectrum Disorders Certificate
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- Project Management Team Leadership
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Collaborations include the Minnesota Section of the Society for Mining, Metallurgy, and Exploration (SME); UMD Labovitz School of Business and Economics; Minnesota Department of Transportation; St. Paul School District; Grand Marais School District; Itasca County Sheriff's Department; International Workshop for Combinatorial Algorithms; UMD International Programs and Services; UMD Police Department; Aitkin County; and UMD College of Liberal Arts.

Contact Pauline Nuhring, Continuing Programs Manager
Phone: 218/726-6361 / Email: pnuhring@d.umn.edu

"We had a great experience working with CE staff on the TLCUE 2015 conference. The website was set up quickly, requests for changes and updates were handled immediately, and interactions with conference registrants were professional and courteous."

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"We have an excellent working relationship with the Continuing Education Department staff! They are knowledgeable, hard-working, and extremely supportive."

- Cindy Bellefeuille, Training and Development Consultant, MnDOT Office of Government Relations
Certificates and Certifications

All of Continuing Education’s classes, both online and in-person, offer professional curriculum. Upon successful completion of the curriculum each participant may receive a letter of completion or proof of attendance. In many instances, as noted in the class descriptions, accrediting or licensing authorities have approved the content for CEU’s or PDU’s or other continuing education units specific to the certifying organization.

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Certificate in Business Administration
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Frontline Leadership Certificate
The Frontline Leadership Certificate assists a new leader in transitioning from an individual contributor to supervisor. For details, please see page 4.

Fundamentals of Engineering Review Course
This in-person series of workshops prepare the new engineer for the NCEES Fundamentals of Engineering (FE) examination. For details, please see page 6.

Project Management Test Preparation
This online series of classes prepares the participant for the PMI Project Management Professional Exam. For complete details, please see page 9.

Studies in Gambling Addictions Certificate: Counseling the Pathological Gambler
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