

## **Advanced Grantwriting**

### **Description:**

This course is designed for those who have some knowledge and experience writing grants. Included are a brief review of the proposal development process and an in-depth description of its three key components: needs assessment, measurable objectives and budget justification. Learn proven strategies for cultivating funding sources and steps to a long-term fund development program. Prerequisite: knowledge of grantwriting basics.

### **Key learning Objectives:**

- Acquire the ability to evaluate a request for proposals
- Develop needs assessment strategies
- Build skills for writing measurable objectives

Sch#: 084CX185

Dates: Oct. 8, 2008 (Wed., 9 a.m. - 4 p.m.)

Instructor(s): Vivienne French

Location: Cont Ed Bldg

Reg. Fee: fee: \$195.00

## **Change Management: The Art of Letting Go and Moving On**

### **Description:**

Acquire the skills to deal positively and productively with the accelerating rate of change in the workplace. Explore the trends contributing to change in the workplace and discover strategies for abandoning what was, responding to what is, and transitioning toward renewal. Learn three techniques for adopting and adapting to change.

### **Key Learning Objectives:**

- Examine the accelerating rate of change in the workplace and its effects
- Explore methods for providing information critical to understanding the process of change
- Develop skills and techniques that will assist in effectively managing change for productive working relationships and personal development

Sch #: 091CX102

Dates: Mar. 27, 2009 (Fri., 9 a.m. - 4 p.m.)

Instructor(s): Robert Hernandez

Location: Cont Ed Bldg

Reg. Fee: \$195.00

## **Delegating Efficiently and Effectively**

### **Description:**

This course will strengthen participants' understanding of delegation as a critical performance management tool, and provide a framework for delegating effectively, assessing appropriate delegation authority, identifying employee readiness and monitoring employee performance.

### **Key Learning Objectives:**

- Assess current delegating strengths
- Articulate the benefits of effective delegation and common barriers to delegating
- Outline approaches for delegating/coaching based on employee readiness level
- Apply specific techniques to effectively delegate

Sch #: 091CX225

Dates: Feb. 18, 2009 (Wed., 9 a.m. - 4 p.m.)

Instructor(s): Veronica Frenkel

Location: Redfield Campus, 18600 Wedge Pkwy

Reg. Fee: \$195.00

## **Enhancing Your Listening Skills**

### **Description:**

Most people spend half their total communication time listening, but never get any training in how to make the most of the precious hours they devote to this all-important skill. Participants will learn key listening principles and strategies and how to adapt them to their specific job settings. Key topics include critical listening events on the job; listening for facts, ideas and problems; and helping others listen more effectively.

### **Key Learning Objectives:**

- Develop the ability to listen more effectively at home and in the workplace
- Examine key listening principles and how to adapt them
- Gain an understanding of how to help others listen more effectively

Sch #:084CX115

Dates: Oct. 10, 2008 (Fri., 9 a.m. - 4 p.m.)

Instructor(s): Gordon Zimmerman, Ph.D.

Location: Cont Ed Bldg

Reg. Fee: \$195.00

## **Facilitation Skills**

### **Description:**

This workshop examines the skills and tools necessary for those called on to facilitate group gatherings, important meetings and other business events. Topics include the four types of group facilitation, the importance of contracting skills, and the six skill-sets for successful group facilitation. Participants will have an opportunity to practice these skills in the workshop.

### **Key Learning Objectives:**

- Identify the tools needed for successful group facilitation
- Explore methods for acquiring and applying group facilitation tools and skills
- Practice group facilitation skills

Sch #: 09CX113

Instructor(s): Trip Barthel

Dates: May 12, 2009 (Tue., 9 a.m. - 4 p.m.)

Location: Cont Ed Bldg

Reg. Fee: \$195.00

This course has been approved for 6.0 PHR/SPHR recertification hours through HRCI.

## **Managing & Supervising People**

### **Description:**

In two highly interactive days focusing on the basic skills necessary to successfully manage and lead others, you will engage in self-assessment exercises, role playing and simulations to help you learn and practice behaviors integral to building high performing work groups. Key topics include making a successful transition to management, creating a balance between leading and managing, determining your personal style preferences and their impacts on others, group problem solving, managing conflict and consensus building.

### **Key Learning Objectives:**

- Develop skills to successfully lead and manage others
- Explore strategies for building high performing work groups
- Understand the value of balancing leadership and management

Sch #: 091CSM103

Dates: Jan. 22 & 23, 2009 (Thu. & Fri., 9 a.m. - 4 p.m.)  
Location: Redfield Campus, 18600 Wedge Pkwy  
Instructor(s): Larry Beller  
Registration: \$325.00

**OR**

Sch #: 091CSM1032  
Dates: May 7 & 8, 2009 (Thu. & Fri., 9 a.m. - 4 p.m.)  
Location: Cont Ed Bldg  
Instructor(s): Larry Beller  
Registration: \$325.00

## **Talking Till You're Blue? How to Handle Difficult Conversations**

### **Description:**

Do you feel trapped in a difficult ongoing conversation with a coworker? Your boss? Does it seem impossible to move from conflict to constructive dialogue? Handling a difficult conversation is a lot like walking a tightrope, and can strike fear in the hearts of the uninitiated. Professionals face difficult conversations every day, and handling them well is critical to success in the workplace. This course shows participants how to approach difficult conversations with confidence, proper preparation, execution and follow-up to achieve successful communication in the workplace.

### **Key Learning Objectives:**

- Acquire skills to move from conflict to constructive dialogue
- Identify strategies for approaching difficult conversations with confidence
- Explore techniques for guiding dialogues to avoid conflict and achieve desired results

Sch #: 091CX228  
Dates: Apr. 10, 2009 (Fri., 9 a.m. - 4 p.m.)  
Instructor(s): Dusty Harmon  
Location: Cont Ed Bldg  
Reg. Fee: \$225.00 (includes book)

## **WHO'S IN CONTROL? Managing Your Time and Work Flow**

### **Description:**

Learn how to accomplish more by developing strategies to manage your time and work flow. In this course, you will acquire tools to organize your time, set priorities and create systems to manage work flow.

### **Key Learning Objectives:**

- Identify what time and work flow management is
- Explore how to create your ideal day by managing what you want to do
- Apply the criteria for choosing what to do and staying in balance on a daily basis

Sch #: 093CX218  
Dates: July 17, 2009 (Fri., 8 a.m. - 5 p.m.)  
Instructor(s): Ileana Vassiliou  
Location: Redfield Campus, 18600 Wedge Pkwy  
Reg. Fee: \$225.00

For more information about any of the above classes contact Shera Alberti-Annunzio, Assistant Director Professional Development and Certificate programs at (775) 784-4046 or 1-800-233-8928, or email [shera@unr.edu](mailto:shera@unr.edu).

## **The Leadership Challenge & Facilitator Training Workshop**

### **Description:**

Intensive four-day program at Granlibakken Lodge on Lake Tahoe's west shore includes two-day Leadership Challenge Workshop and two-day facilitator training to earn certification as a Leadership Challenge facilitator! The Leadership Challenge Workshop examines how leaders mobilize others to want to achieve extraordinary things. In today's world there are countless opportunities to make a difference — and leadership is everyone's business.

### **Key Learning Objectives:**

This powerful workshop teaches five essential practices successful leaders use to transform:

- values into actions
- visions into realities
- obstacles into innovations
- risks into rewards

Sch #: 084LEAD102

Dates: Oct. 23 - 26, 2008 (Thu. - Sun., 9 a.m. - 5 p.m.)

Instructor(s): Liz Christofferson

Location: Granlibakken Conference Center, 725 Granlibakken Rd., Tahoe City, CA

Units: 2.8 CEUs

Reg. Fee: \$4,390.00

For more information about the Leadership Challenge please contact Jill Alcorn Assistant Director, Management and Leadership programs, (775) 784-4046 or 1-800-233-8928, or email [jalcorn@unr.edu](mailto:jalcorn@unr.edu).

[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)

**To register, call (775) 784-4062 or 1-800-233-8928 • Major credit cards accepted**

Registration fees include course materials, parking and lunch for all classes.