Enhance your Career with a Public Administration Certificate

Earn the certificate by completing five core workshops and 17 one-day electives. All courses are taught by experienced instructors who bridge the gap between practice and theory.

Register for Workshops Today to Receive Early Bird Discounts!

uwm.edu/sce-publicadmin

Questions?
Contact Shirley J. Burks at 414-227-3157 or sbufford@uwm.edu
To register by phone, call 414-227-3200
Earn a Certificate in Public Administration

Students in the Public Administration Certificate program are supervisors, managers and administrators as well as those seeking promotion to those positions. Core workshops and electives enhance analytic capabilities and skills in managing a range of public services, including elected office, public works, social services, health and public safety.

Visit uwm.edu/sce-publicadmin for full core and elective course details.

Fall 2015 Workshops (Note: All workshops are from 8:30am-3pm)

Information Management Within the Public Sector (Core)
Gain a basic foundation for effectively and efficiently managing information within an organization, including issues of hardware/software selection and purchase, networks and databases, and security and ethical issues.

Wed., Sept. 9
Instructor: Tracy Loken Weber
Fee: $165 | $150 (register by Aug. 28)
CEUs: 0.6
Program No. 7310-8031

Strategic Planning for Public Administrators
Strengthen your skills using strategic planning as a reliable management tool. Analyze a model to achieve a critical level of strategic thinking, apply the tools, and identify next steps in developing an effective strategic plan.

Wed., Sept. 16
Instructor: Jeff Russell
Fee: $165 | $150 (register by Sept. 2)
CEUs: 0.6
Program No. 7310-8381

Leadership for Public Administrators (Core)
Examine leaders and leadership, including factors involved in becoming a leader, how to develop leadership abilities, and how context affects your behavior as a leader. Learn how to effectively use your power and influence as a manager.

Wed., Oct. 21
Instructor: Gary F. Keller
Fee: $165 | $150 (register by Oct. 16)
CEUs: 0.6
Program No. 7310-7994

Controlling the Time Robbers in the Public Sector
Learn to create a system of professional and personal productivity, and learn skills for diagnosing how to better utilize and structure your daily time. Improve your time management at work and in your personal life.

Wed., Nov. 4
Instructor: Patricia Clason
Fee: $165 | $150 (register by Oct. 21)
CEUs: 0.6
Program No. 7310-8260

Legislative Relations Within the Public Sector
This workshop will analyze the role of administrators in the legislative process and provide training for effective participation by administrators in that process.

Tue., Oct. 6
Instructor: Mordecai Lee
Fee: $165 | $150 (register by Sept. 22)
CEUs: 0.6
Program No. 7310-8259

Developing and Managing Effective Teams Within the Public Sector
Learn the skills and techniques needed by managers and team leaders as they develop teams and lead interpersonal cooperation. Understand how to oversee, direct and inspire teams in order to achieve success.

Wed., Nov. 18
Instructor: Dan Chojnacki
Fee: $165 | $150 (register by Nov. 4)
CEUs: 0.6
Program No. 7310-8459

Effectively Managing Within a Multi-Generational Public Sector Workplace
Explore engagement tools for Traditionalists, Baby Boomers, Generation Jones, Generation Xers and Millennials, and discover unique factors of each to help build successful teams.

Wed., Dec. 2
Instructor: Shirley J. Burks
Fee: $165 | $150 (register by Nov. 18)
CEUs: 0.6
Program No. 7310-8410

Effectively Managing Within a Multi-Generational Public Sector Workplace
Explore engagement tools for Traditionalists, Baby Boomers, Generation Jones, Generation Xers and Millennials, and discover unique factors of each to help build successful teams.

Wed., Dec. 2
Instructor: Shirley J. Burks
Fee: $165 | $150 (register by Nov. 18)
CEUs: 0.6
Program No. 7310-8410

Developing Public and Private Relations
Explore the changing role of government, the foundations of an effective partnership, the conditions most conducive to public-private partnerships and alternative strategies to direct service delivery by government. Discuss examples of public-private partnerships and identify prospective partnerships for your agency.

Wed., Dec. 9
Instructor: Jeff Russell
Fee: $165 | $150 (register by Nov. 25)
CEUs: 0.6
Program No. 7310-8382

Communication DOs and DON'Ts for Public Managers
Learn the techniques practiced by master communicators so that you can gain better understanding and cooperation. Lessons apply to both written and oral communication.

Instructor: Al Guyant
Fee: $165 | $150 (register by Jan. 13, 2016)
CEUs: 0.6
Program No. 7310-8645

Online Electives Now Available!
• Controlling the Time Robbers (New)
• Office Politics (New)
• Problem Solving (New)
• Strategies to Defuse Explosive Situations
• Stress, Health and Productivity

Visit uwm.edu/sce-publicadmin for details.

To Register
Online: uwm.edu/sce-registration
Phone: 8am-5pm (Central) M-F
414-227-3200 - Direct
800-222-3623 - Toll Free

General Information
Transfer of CEUs from Non-UWM Workshops
You may transfer a maximum of 1 CEU from affiliated training workshops. The program director makes decisions on a case-by-case basis for CEUs.

Expiration of CEUs within the Certificate
CEUs earned prior to a seven-year absence will no longer count toward completion of the certificate. The program director will consider any appeals or exceptions on a case-by-case basis.

Program Cancellations/Refunds
A full refund is issued to program participants if the School of Continuing Education cancels a program for any reason. Participant withdrawals are permitted at any time prior to the start of a program. You may request a full refund within two weeks of the program start date. Those withdrawing later must provide written documentation of need, including medical condition or serious personal emergency. Consult the program catalog for full details.

Supervision Practices (Core)
Learn to walk the fine line between pleasing higher management and meeting the needs of your direct reports. Discover how to move from being technically competent to relying on human relation skills.

Jan. 13-14, 2016
Instructor: Jay R. Blankenship
Fee: $330 | $300 (register by Dec. 30)
CEUs: 0.6
Program No. 7310-8640

I learned how to build my brand through awareness, consistency, packaging, and trial. I plan to start a “360” with my supervisor and a few coworkers to improve my work performance, work relationships and image.

-- T. Hardman