

UNIVERSITY COLLEGE OF CREIGHTON

NONCREDIT CONTINUING EDUCATION OPPORTUNITIES

Spring 1993

THE CERTIFICATE IN MANAGEMENT SKILLS

The Certificate in Management Skills can be obtained by completing a series of six specially selected courses. These courses provide opportunities for expanding the knowledge, skills and attitudes of management people. They also augment existing management development programs offered by companies and organizations. Call 280-2888 for more information.

Finding the Perfect Job: Where You Are in Your Career, and Where to Go From Here

John Hollwitz, Ph.D.
Associate Professor

and Chair of Communication Studies

The days of "one person, one career" are over. This workshop will teach you to assess where you are in your career and what steps to take next. If you're preparing to enter or re-enter the job market, if you'd like to find ways to move up in your present job, or if you're thinking about changing careers entirely, this course will help. You'll learn specific techniques for identifying your interests, for matching them with the right job settings and for moving into the area (and level) of occupation that is right for you.

Jan. 23 (Sat.)
9 a.m.-5 p.m.

Westside Schools Community
Education Center
3534 S. 108 St.
\$100

Organizing and Managing Information In The Computer Age

Kathryn R. Bechen
Organizing Consultant

American offices will handle 1.6 trillion pieces of paper this year...according to a June 8, 1991 article in USA Today. Alternatives to the paper chase in the 90s are offered using "real-life" problem-solving examples, techniques, and sample products. Organizing and managing paper and information in what was supposed to be the "Paperless Computer Age" is addressed.

Feb. 20 (Sat.)
9 a.m.-Noon

Westside Schools Community
Education Center
3534 S. 108 St.
\$45



Visionary Management

Lisa Lechowicz, M.S.
Second Vice President
Mutual of Omaha Companies

This workshop will help participants identify their own individual values and discuss how personal values affect leadership. Guideposts for creating a workable mission statement, the necessity of goal-setting and the do's and don'ts for empowering employees will be discussed. Participants will learn how to:

- Think like a visionary leader
- Understand why goal setting is important
- Discover personal and corporate strengths, weaknesses, opportunities and threats
- Identify and incorporate individual and corporate values into a mission
- Use strategic planning skills to create "pictures of the future" to inspire and lead others
- Implement a communications program to support your mission

Feb 27 (Sat.)
9 a.m.-4 p.m.

Westside Schools Community
Education Center
3534 S. 108 St.
\$90

Smart Investing

Robert R. Johnson, Ph.D., CFA
Associate Professor of Finance

The basics of investing are covered in this course designed for the novice investor. Topics include:

- How to define and reach your financial goals
- Stock and bond market basics
- Common myths about investing
- Sources of investing information

March 2-23 (4 Tues.)
7-9 p.m.

Westside Schools Community
Education Center
3534 S. 108 St.
\$100



TREAT YOURSELF TO A BETTER TOMORROW BY SIGNING UP FOR
ONE (OR MORE) OF THESE INFORMATIVE COURSES TODAY!

Organized With Ease
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LEARN MORE ABOUT:

- EFFECTIVE PUBLIC RELATIONS
- ORGANIZING FOR SUCCESS
- BUSINESS WRITING
- MANAGING CORPORATE DIVERSITY
- FINDING THE PERFECT JOB
- SMART INVESTING
- AND MORE