

Take advantage of  
our UMPI Alumni  
DISCOUNT!

# AMA University Certification Fall 2022

## Earn Nationally Recognized Certification in General Management, Human Resources, or Customer Satisfaction

American Management Association (AMA) university courses are designed to help professionals from any industry improve management skills needed for success in today's workplace. Facilitated by experienced educators and business leaders, classes are an effective mix of workbook readings, group activities, and in-class discussions. Participants who successfully complete **10 CEUs** (a combination of required courses and electives) earn nationally recognized AMA certification in General Management, Human Resources, or Customer Satisfaction.

Two sessions of AMA training will be held at the **University of Maine at Presque Isle's MMG Center for Professional Development or the Houlton Higher Education Center:**

### **“Leadership Skills for Managers” (Value: 2 CEUs)**

Class dates: Tuesday, October 18th - November 22nd

Class time: 5:00 - 8:15pm at the MMG Center

Instructor: Tim McMahon, UMPI Employer U/AMA Facilitator

This course is required for those seeking a certificate in General Management or an elective for any other AMA certification through UMPI.

### **“Fundamentals in Human Resources” (Value: 2 CEUs)**

Class dates: Saturday, November 5<sup>th</sup>, Sunday, November 6<sup>th</sup>, and Saturday, November 19<sup>th</sup>

Class time: 9:00am - 4:00pm at the Houlton Higher Education Center

Instructor: Laurie Nelson, UMPI Employer U/AMA Facilitator

This course is required for those seeking a certificate in Human Resources or an elective for any other AMA certification through UMPI.

*See reverse side for course descriptions and registration information.*



## *Tuition*

Each course is:

**\$300 per person**

**\$275 per person for groups of 5 or more from the same organization**

**\$275 UMPI Alumni**

Tuition includes instruction, textbook, and all materials. Payment is due by the first class unless other arrangements have been made in advance.

## *Course Descriptions*

### **“Leadership Skills for Managers”**

This course focuses on developing leadership skills and the mindset needed to ensure successful individual and organization performance.

Learning Objectives:

- Evolve from manager to leader
- Develop a vision and create alignment
- Understand the leader’s role in times of change
- Use power and influence in positive ways
- Identify today’s biggest leadership challenges
- Mentor emerging leaders

### **“Fundamentals of Human Resources”**

This course provides a solid overview of all aspects the essential HR functions.

Learning Objectives:

- Understand HR's role as a vital contributor to your organization's success
- Discover strategies to attract and retain top talent
- Examine best practices for managing performance and creating compensation, training and benefit systems that drive bottom-line results
- Identify and deal with potentially explosive issues with an eye to both legal requirements and the needs of your business
- Analyze HR issues and develop action plans you can implement in your organization
- See how HR and non-HR functions in every organization can create an effective, complementary work environment

## *Registration*

To register, go to [www.umpi.edu/employer-u/](http://www.umpi.edu/employer-u/) and click the “AMA” button or the “Register for Training” button. Questions? Contact Tracy Rockwell, Director of Employer U, at [tracy.rockwell@maine.edu](mailto:tracy.rockwell@maine.edu) or 207.760.2102.