

Take advantage of
our UMPI Alumni
DISCOUNT!

AMA University Certification Fall 2019

Earn Nationally Recognized Certification in General Management or Human Resources

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 or Human Resources.

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

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

Class dates: Wednesdays, October 16 - November 13

Class time: 5:00 - 8:15 PM

Instructor: Jeff Davis, Master Trainer, UMPI Employer U

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

“Communication Skills for Managers” (Value: 2 CEUs)

Class dates: Thursdays, October 17 - November 14

Class time: 5:00 - 8:15 PM

Instructor: Jeff Davis, Master Trainer, UMPI Employer U

This course is an elective for any 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

“Communication Skills for Managers”

No skill is more important for today’s leaders than the ability to communicate effectively. In this course, participants will learn how to create and deliver messages with the receiver in mind and in a variety of professional situations.

Learning Objectives:

- Utilize techniques to improve written, verbal, and nonverbal communication
- Avoid misunderstandings with clear and concise messages
- Boost presentation effectiveness
- Choose the most appropriate communication channel
- Asking the right questions to get information, encourage participation, and create relationships
- Identify and prevent communication failures
- Become a better listener

Registration

To register, go to www.umpi.edu/employer-u/ and click the “AMA” button or the “Register for Training” button. Questions? Contact Kim Jones, UMPI Director of Employer U, at kimberly.a.jones@maine.edu or 207.768.9459.