

University Management Certificate Program

TeKnoWave Sponsored
- in partnership with Willis College & the University of Winnipeg



Who Should Attend? Anyone interested in:

- Upgrading their current employment skills
- Making a career transition
- Moving into a management position
- Entering or re-entering the workforce
- Complementing technical or academic training

Program Benefits:

- Acquire essential workplace skills: team building, project mgmt, efficiency
- Improve your communication skills
- Enhance your job performance.
- Enhance your career advancement potential

➤ **Management I - Canadian Business**

- ◆ The Canadian business environment, administrative/organization theory
- ◆ Formal and Informal organizational structure, Leadership

➤ **Management II - Organizational Behaviour**

- ◆ Managers - roles, activities, agendas for action and thought processes
- ◆ Interpersonal factors, personality, workgroup factors, biases, perception, modification

➤ **Effective Oral Communication**

- ◆ Principles of effective Oral Communication, effective delivery, listening, video, group

➤ **Effective Written Communication**

- ◆ Effective writing techniques, English grammar, editing, business documents

➤ **Principles of Human Resource Management**

- ◆ HR role in business, challenges, legal issues, managing the structure and flow of work
- ◆ Compensation, benefits, performance appraisal, recruitment, employee relations

➤ **Financial Management for Non-Financial Managers**

- ◆ Canadian financial system, risk, evaluating financial performance, key success factors
- ◆ Accounting fundamentals, reporting, Excel and Simply Accounting

➤ **Project Management**

- ◆ Project life cycle, project managers role and responsibilities, team management
- ◆ Requirements definition, scheduling, budgeting, resources, risk analysis, control
- ◆ Project 2002 - Gantt charts, critical path, major project

➤ **Executive Edge Seminars**

- ◆ Learning Techniques
- ◆ Strategic Planning
- ◆ Leadership
- ◆ Managing Your Priorities
- ◆ Team Building

University Certificate &
15 University Degree Credits
(Transferable to other
universities)

*"Business acumen is every bit as
important as technology savvy."*

*Michael Mullarkey,
CEO, Workstream*

*"In today's knowledge-
based economy, technical skills are
not always enough for a graduate to
compete for a new career in IT. As
an employer of numerous Willis
College graduates, I am convinced
that this university accredited
management studies certificate that
you have integrated as part of the
official Willis College IT curriculum, will
surely make your graduates even
more marketable then ever before".*

*John Bernard,
President, Donna Cona*

Registration Information

Tuition: \$5,900 Full program (University Books are included)

\$950 Per course if taken individually (Books included)

(Call for details about Willis College Prior Learning Assessment credits)

Registrations: Make cheques payable to:

TeKnoWave Inc.

85 O'Connor Street, Ottawa, ON K1P 5M6

Tel: (613) 233-1128 Toll Free: 1-877-233-1128

Fax: (613) 233-9286

Name _____

Address _____

Telephone - Home _____ Telephone - Work _____

Email _____

Participant's objective in attending program:

Please indicate if you are:

_____ Government - Department Name: _____

_____ Non-Government or Corporation: _____

Payment Details:

_____ Individual Purchase and Payment Preference: _____

_____ Need invoice or purchase order

YOU MAY EMAIL YOUR APPLICATION TO INFO@TEKNOWAVE.CA OR FAX APPLICATION TO (613) 233-9286 Attention: TeKnoWave Student Services

In order to participate in the program you must be registered and tuition must be paid in full 5 days prior to course start date.