Leadership is an art, and, like any art form, continuous practice is necessary to excel. Safe, pretty pieces of art rarely become famous. It’s the artists who push boundaries and exceed expectations who are noticed. Professional development allows you to develop new skills, to grow, to earn that promotion, find that new job you love, or to kindle the passion you have for your career. Like art, your work must fulfill you personally. If it doesn’t, it’s unlikely that it’s doing much benefit to others.

At EPEC we are always seeking to improve - our classes, our processes, and most importantly ourselves. We take risks, we reach goals, we make mistakes, we learn, and we move forward. We are surrounded by faculty members and expert consultants with ever-changing research and experience, as well as students who amaze us as they continuously achieve and improve. But it is the individual refusal to be complacent that is reflected in the programs we create for you – New Mexico’s business leaders.

I invite you to take a moment and peruse the programs we are offering this spring. If you are a returning student, you will see some new programs to help you diversify your professional portfolio. Take one night a week this spring to fine tune your skills and get the most out of the art you create for such a large portion of your day and your life. Above all, continuous improvement just feels better than complacency, and you’ll get a lot more out of your life in the process.

I hope to see you in a program this spring!

Audrey Arnold
Director
Executive and Professional Education

UNM ANDERSON SCHOOL of MANAGEMENT

Classes fill quickly. Register today!
505.277.2525 • cpd.unm.edu
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* Classes marked with an asterisk will not hold class during the week of March 9, 2015.

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**DISCOUNTS**

- **$50 OFF EARLY BIRD DISCOUNT:** Register and pay before January 19, 2015
- **$50 OFF:** When you and a friend register together.
- **GROUP DISCOUNT:** $100 OFF: Register with 3 or more people from the same organization
- **UNM STAFF, FACULTY & ALUMNI:** Eligible for Group Discount
- **TUITION REMISSION** is accepted
THE BUSINESS of Art

As an artist, you’re passionate about your craft, but do you have the business training necessary to sustain a career in art? Many artists and art organizations struggle with the balance between crafting original, innovative creations and managing a successful business. Uneven cash flow, uncertain recognition, and a volatile marketplace all present challenges to even the most experienced art professionals.

Learn to manage your finances, negotiate prices, and navigate complex legal regulations in this newly designed professional development program. The Business of Art will help you define your artistic brand and translate it into a successful business model.

DATES AND TIME
Tuesdays
February 24-April 14, 2015
6:00 PM-9:00 PM

LOCATION
TBD

SESSIONS (8)
- Strategic and Operational Planning
- Shaping Your Vision and Mission
- Organizational Leadership
- Cash Management
- Protecting Intellectual Property
- Finding Your Brand
- Developing a Marketing Plan
- Success and Failure – Learning From Experience

PAYMENT INFORMATION
$995
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTORS
- Regina Chavez
- Sophie Martin
- Kerry Perry
- David Cavazos
- Norman Colter

REQUIREMENTS
Participants must attend 7 of the 8 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Artists and art-related business owners or entrepreneurs
- Employees from non-profit arts organizations
- Individuals interested in working in an arts organization

HOW YOU WILL BENEFIT
- Learn techniques to manage cash flow during uncertain times
- Learn strategies to make your arts business more competitive
- Define and maintain your own artistic brand
- Learn marketing techniques to communicate the value of your arts business
- Develop a strategic plan to reach your organization’s most desirable future

Designed in collaboration between the Anderson School of Management and the College of Fine Arts, so you will receive the best instruction from Albuquerque’s leading art and business education institutions.
New Media Skills
PART 2: TALENT SKILLS

We’ve all seen it – the employee in a local advertisement looking like a deer in the headlights. Nervous, wooden, and memorable for all the wrong reasons. Promotional videos or advertisements can be incredibly effective for promoting local businesses and “talent” training can help you make sure that your videos are memorable for the right reasons.

In part #2 of New Media Skills, you will learn basics of A/V technology, practice your skills, and get comfortable as the “talent” for your business’s A/V productions. This course will give you experience as both an interviewer and as a guest on a recorded audio program. You will also gain camera experience for promotional or educational videos.

DATES AND TIME
Tuesdays
March 24-April 28, 2015
6:00 PM-9:00 PM

LOCATION
UNM Graduate School of Management,
Room 318

SESSIONS (6)
- Overview of A/V Recording and Editing
- Developing Voice-Over Scripts
- Recording an Audio Program
- Working on Camera
- Delivering an Engaging Video Presentation
- Video Streaming and Conferencing

PAYMENT INFORMATION
$1095
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTORS
- Wally Drangmeister
- Carol Wight

You will receive a headset and recording device to be used with free and low-cost audio/video recording and editing software.

REQUIREMENTS
Participants must attend 5 of the 6 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Managers, educators, and business owners who want to be more effective at communicating through multimedia platforms
- Professionals whose job responsibilities include marketing, advertising, or public relations
- Entrepreneurs, bloggers, and web content managers who want to infuse their business with new A/V content

HOW YOU WILL BENEFIT
- Understand the basics of A/V production for websites, social media, video hosting, and podcasting
- Produce dynamic and professional content to support sales, marketing, customer service, and relationship building activities
- Achieve maximum clarity and impact for your audio and video production using free recording and editing software
- Present yourself confidently and persuasively in recorded audio and video segments
- Gain skills and experience in A/V production that will increase your value to your organization and in the job market
Practical Project Management

It’s no surprise that the demand for effective project managers continues to rise. As businesses grow, managers are expected to complete increasingly complex projects with greater efficiency. Effective project managers manage risk, enhance customer satisfaction, promote growth, and improve the quality of products and services.

Practical Project Management covers both the theories behind project management and the practical application of those theories. This interactive, 10-week program will give you the skills necessary to keep projects on task, on time, and on budget.

DATES AND TIME
Fridays
February 6-April 10, 2015
8:30 AM-12:00 PM

LOCATION
UNM Graduate School of Management,
Room 302

SESSIONS (10)
- The 5 Phases of a Project
- Organizational Structure and Its Influence on Projects
- Stakeholder Management
- Risks and Risk Management Plans
- Scheduling for Project Success
- Budget Development and Procurement Planning
- Project Monitoring and Control
- Quality Planning and Control
- Project Integration and Business Requirements
- Project Reporting

INSTRUCTORS
- Grant Black, PMP
- Jill VonOsten
- LaMonica Whittaker-Walker, PMP

REQUIREMENTS
Participants must attend 8 of the 10 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Professionals in need of tools to complete complex projects
- Current project managers who want to learn new skills and best practices
- Senior project managers who would like to apply for PMP certification

HOW YOU WILL BENEFIT
- Learn to initiate, plan, execute, control, monitor, and close projects
- Improve performance and increase job security in your organization
- Raise your value in the job marketplace

PAYMENT INFORMATION
$1045
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

When you complete this course, you’ll receive the 35 hours of project management education required to apply for the Project Management Professional certification.
Tactical Lean
CONTINUOUS PROCESS IMPROVEMENT

Work smarter, not harder! Turn busy into productive with the principles of Lean process improvement. While every business utilizes a collection of processes, the “Lean” philosophy is a way to improve those processes: increasing production, reducing costs, and helping to grow your business.

Tactical Lean is a NEW Career and Professional Development Program designed to introduce individuals and supervisors to the Lean philosophy, while helping them build systems that engrain Lean principles. Learn why this approach is becoming so widely recognized as THE way to simplify and optimize ALL of your business processes.

DATES AND TIME
Thursdays
February 26-April 30, 2015
6:00 PM-9:00 PM

LOCATION
TBD

SESSIONS (10)
- Introduction to Lean
- Measurements and Scorecards
- Waste Identification and Elimination
- Process Flow & Mapping Techniques Parts 1 & 2
- Problem Solving
- 5S
- Process Management
- Lean Leadership
- Pulling Together the “House of Lean”

INSTRUCTORS
- Randy Simons
- David Ortega

PAYMENT INFORMATION
$1045
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

REQUIREMENTS
Participants must attend 8 of the 10 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Professionals who are working to maintain work/life balance
- Supervisors responsible for managing projects and work teams
- Small to medium sized businesses in any industry

HOW YOU WILL BENEFIT
- Become effective at anything you do by removing all non-value added processes
- Design systems and implement processes to keep the Lean culture in place
- Bring a current project or issue to class and utilize lean tools to create a solution

NOTE: Your registration fee will include books.
Register today! 505.277.2525
cpd.unm.edu
In order to survive and prosper, organizations need data – feedback from customers, market research, sales trends, and more. This 2-part course is designed to help managers and researchers gather and analyze data in order to make effective decisions. These 4-week programs are meant to complement one another. Each class can be taken individually or together for a savings of $195.

**LOCATION**
TBD

**PAYMENT INFORMATION**
$595
$995 for Part I & Part II together
- $25 Early Bird discount
- $25 Refer-a-Friend discount
- $50 Group/UNM discount
- Discounts double if taking classes together!

**INSTRUCTOR**
Matt Pickard

**REQUIRMENTS**
- Participants must bring a laptop with Excel 2013 or Excel 2010 installed
- Due to software differences, Mac users are strongly encouraged to bring a PC
- Participants must attend all four sessions of each program to receive the respective certificate

**WHO SHOULD TAKE THIS COURSE**
- Managers who are required to make decisions based on numerical trends and correlations
- Anyone responsible for conducting or overseeing a data collection program including programs with a focus in customer satisfaction, employee satisfaction, customer product needs, and more
- Those who design surveys but are concerned that their response rates are too low or that their data provides little concrete guidance
Creating Reliable Surveys

Part 1, Creating Reliable Surveys will teach you how to effectively design, create, conduct, and analyze a survey. This training class is applicable to most survey projects including customer satisfaction surveys, employee surveys, market research surveys, and other survey research projects.

Dates and Time
Wednesdays
February 11-March 4, 2015
6:00 PM-9:00 PM

Sessions (4)
- Importance of Information Quality
- Survey Project Management
- High-Level Survey Design
- Writing Questions and Response Scales

How You Will Benefit
- Define the research problem you need to address and create an appropriate survey
- Create a survey questionnaire design that generates more actionable & valid data
- Gather more reliable data by reducing the biases your current survey practices may be introducing into the survey data set

Excel for Decision Making

Part 2, Excel for Decision Making teaches participants to clean, organize, summarize, and analyze gathered data using Microsoft Excel. Participants will use Pivot Tables to extract significant information from large data sets and make advantageous decisions.

Dates and Time
Wednesdays
March 18-April 8, 2015
6:00 PM-9:00 PM

Sessions (4)
- Excel – Beyond the Basics
- The Power of Pivot Tables – Part 1
- The Power of Pivot Tables – Part 2
- Simulations in Excel

How You Will Benefit
- Improve your ability to make decisions based on collected data
- Utilize shortcuts and features in Excel (e.g., conditional formatting and lookup tables)
- Save time and money by asking the “right” questions and analyzing valid data
As a fundamental building block of business, accounting skills can open doors in every kind of industry. You may not want to be an accountant, but mastery of basic accounting skills can help diversify you in the job market and expand your career opportunities. Taught by experts in the accounting field, this hands-on program is designed for those who occupy responsible positions in the business, but lack an accounting background.

DATES AND TIME
Wednesdays
February 11-April 8, 2015
6:00 PM-9:00 PM

LOCATION
UNM Graduate School of Management,
Room 302

SESSIONS (8)
- Role of Accounting
- First Steps—Recording Events
- Preparing Basic Statements
- Managing Cash and Working Capital
- Analyzing Results: Ratio Analysis
- Internal Control and Internal Auditing
- Flowcharting—MS Visio
- Accounting in Dynamic Organizations

PAYMENT INFORMATION
$995
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTOR
- Norman Colter

REQUIREMENTS
Participants must attend 7 of the 8 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- New managers who need to understand fundamental accounting principles
- Employees who use financial information to monitor the organization’s performance and make decisions
- Professionals interested in pursuing a career in accounting

HOW YOU WILL BENEFIT
- Learn to understand and speak the foreign language of accounting
- Use accounting principles to critically examine your business’s performance and make insightful decisions
- Develop fundamental accounting skills to strengthen your resume and propel your career forward
Healthcare Management

In the last 5 years alone health care services have grown by 30%. Currently, the healthcare industry comprises 16% of our GNP and amounts to nearly a trillion dollars a year. Healthcare reform has also created numerous new complications and challenges for healthcare administrators. It can be unpopular to refer to patients as customers and hospitals as businesses, but with so much at stake, the labels are less important than the practices.

UNM Anderson has partnered with health care experts to develop a NEW Healthcare Professional Development Program. The 8-week program is designed to help healthcare administrators develop the skills necessary to meet the needs of this rapidly changing and challenging environment.

DATES AND TIME
Fridays
February 27 - April 17, 2015
1:00 PM - 4:00 PM

LOCATION
TBD

SESSIONS (8)
- Patient Centeredness
- Leadership of High Performing Health Care Organizations
- Ethics and Values-Based Decision Making
- Accounting in Health Care Organizations
- Strategy
- Diversity and Team Building
- Healthcare Reform/Change Management
- HR/Staff Relationships

PAYMENT INFORMATION
$995
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTORS
- Dr. Jacqueline Hood
- Dr. Mary Ann Orzech
- Kelly Byram
- Dr. Leslie Oaks

REQUIREMENTS
Participants must attend 7 of the 8 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Physicians, nurses, therapists, lab. techs, and other healthcare professionals who have recently been promoted to manager or supervisor
- Current managers or supervisors in healthcare settings, such as hospitals, physicians’ offices, rehabilitation centers, and more
- Healthcare administrators looking to provide cost-effective training opportunities to supplement an internal training agenda or professional development plan

HOW YOU WILL BENEFIT
- Build trust and assure efficiency in the workplace by developing effective staff relations and positive work environments
- Adapt your organization to the changes brought on by healthcare reform
- Explore the financial issues that are unique to healthcare organizations
- Engage in strategic planning exercises to help you make relevant and lasting transformations for the future
- Understand how personal ethics and organizational values affect decision making in the healthcare settings
ESSENTIALS for Managers

Do you know what makes a great manager? Do you stand out from the crowd? Managers are faced with a host of new and often unfamiliar responsibilities and challenges. This 10-week program is designed to give managers the tools to tackle new roles or compete in the job marketplace.

From motivating and delegating to negotiating and presenting, this actionable program focuses on solving management challenges in today’s complex business world. Essentials for Managers uses real world examples and hands-on interaction to translate theory into skill.

DATES AND TIME
Tuesdays
February 17-April 21, 2014
6:00 PM-9:00 PM

LOCATION
UNM Graduate School of Management
Room 318

SESSIONS (10)
- Developing Your Leadership Skills
- Managing and Resolving Conflict
- Managing and Participating in Work Teams
- Your Management Style and Working Relationships
- Planning and Delegating for Time Management
- Conducting Performance Appraisals and Motivating Employees
- Enhancing Your Personal Communication
- Understanding Employment Law
- Career/Life Balance
- Resiliency Training

INSTRUCTORS
- Jacqueline Hood
- Anne Lightsey
- Katie Snapp
- Linda Strauss
- Whitney Warner

REQUIREMENTS
Participants must attend 8 of the 10 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Managers with 1-3 years of experience who want to build confidence in their new role
- Professionals who aspire to advance to a management decision
- Seasoned managers in need of a refresher

HOW YOU WILL BENEFIT
- Elicit exceptional results to build a high-performing team
- Understand how to manage time and meetings effectively
- Learn why it’s critical to be interested IN your people rather than interesting TO your people
- Improve your performance through effective delegation

PAYMENT INFORMATION
$1045
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount
Hispanic LEADERSHIP

The number of Hispanic-owned businesses in the US has risen from 1.7 to 3.2 million over the past 10 years, a rate more than twice the average business growth rate. While opportunities for Hispanic professionals are growing rapidly, it is important to network and form intercultural alliances to ensure your success.

The Anderson School of Management’s Hispanic Leadership Development program is designed for Hispanics who are in or aspire to managerial and executive levels of leadership. With a focus on both personal growth and cultural issues facing Hispanics, you will gain the tools you need to choose how YOU will lead.

DATES AND TIME
Thursdays
February 26-April 23, 2015
6:00 PM-9:00 PM

LOCATION
TBD

SESSIONS (8)
- Latinos in the Workplace/Work-Life-Family Balance
- Leadership Styles
- Power and Influence
- Communication
- Networking and Mentoring
- Conflict Management
- Strategic Opportunity Planning
- Putting It All Together

PAYMENT INFORMATION
$995
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTORS
- David Cavazos
- Robert DelCampo
- Matthew Lawrence Rivera
- Jaqueline Hood

REQUIREMENTS
Participants must attend 7 of the 8 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Hispanics in the public or private sector who want to increase their leadership and management skills
- Hispanics interested in creating a network of resources
- Managers interested in understanding the Hispanic cultural dynamic in business

HOW YOU WILL BENEFIT
- Overcome the obstacles that have traditionally hindered Hispanics from advancing their careers
- Leverage Hispanic social, economic, cultural, and political power to benefit your career and your organization
- Develop a professional network of other local, ambitious, Hispanic professionals

This class is offered in partnership with the Albuquerque Hispano Chamber of Commerce
When you are trying to resolve conflict, do you tend to side with one party? Do you impose your solution onto the disagreeing parties? Participants in mediated disputes need trustworthy, objective mediators to help them find their own solutions. While Mediation Certification will give you the training necessary to mediate professionally, you will also learn listening and conflict management techniques that will benefit you in every area of your work and life.

In this 40-hour Career and Professional Development program, you will receive training from experienced instructor and mediator, Anne Lightsey. Anne will engage you in role playing sessions and observations to help you understand the interpersonal dynamics of mediation and provide you with the skills needed to bring disputes to resolution.

DATES AND TIME
Saturdays
February 21-April 4, 2015
9:00 AM-4:45 PM

LOCATION
UNM Graduate School of Management
Room 302

SESSIONS
■ You and Mediation: An Overview
■ Think Like a Mediator: Recognize and Deal with the Root Causes of Conflict
■ Essential Mediator Skills
■ Stages of Mediation: Parts I and II
■ Mediation Live and in Person
■ Advanced Mediator Skills: We’re All in This Together
■ Bringing It All Together
■ Closing: You Just Keep Getting Better

PAYMENT INFORMATION
$1195
■ $50 Early Bird discount
■ $50 Refer-a-Friend discount
■ $100 Group/UNM discount

INSTRUCTOR
■ Anne Lightsey

REQUIREMENTS
Participants must attend 37 of the 40 hours to receive a certificate

WHO SHOULD TAKE THIS COURSE
■ Professionals responsible for managing workplace conflict
■ Those interested in becoming certified to mediate professionally
■ Lawyers and others with law experience who are interested in alternate forms of dispute resolution

HOW YOU WILL BENEFIT
■ Implement mediation skills to manage group dynamics
■ Utilize active listening to reach lasting solutions that will satisfy both parties
■ Lead internal mediations to keep costs low and avoid litigation
■ Become eligible to mediate professionally

Students who successfully complete this 40 hour course are eligible for a Mediation Certificate, allowing them to mediate professionally.
Human Resource ESSENTIALS

Are you equipped to handle employee relations competently? In today’s competitive economy, organizations must use their human resources strategically in order to keep productivity at a high level. Learn to help your organization avoid costly and time consuming lawsuits, create a safe and hostility free workplace environment, implement change and more.

This engaging and motivational program covers the different functional areas that comprise the field of Human Resource Management, including talent recruitment, effective interviewing, performance management, training, and HR law.

DATES AND TIME
Thursdays
February 12-April 2, 2014
6:00-9:00 PM

LOCATION
UNM Graduate School of Management,
Room 302

SESSIONS (8)
- What You Need to Know About Employment Law
- Creating the Employment Relationship
- Onboarding and Training Your Employees
- Employment Law In Your Workplace
- Total Rewards
- Maintaining the Employment Relationship
- Exiting the Employment Relationship
- Organizational Development and Change Management

PAYMENT INFORMATION
$995
- $50 Early Bird discount
- $50 Refer-a-Friend discount
- $100 Group/UNM discount

INSTRUCTORS
- Gavin Gillette
- Linda Strauss
- Don Shoemaker
- Karen Ross
- Justin Najaka

REQUIREMENTS
Participants must attend 7 of the 8 sessions to receive a certificate

WHO SHOULD TAKE THIS COURSE
- Newly-appointed human resource professionals
- HR specialists moving from one functional area of the field to another
- Owners, managers and directors of small and medium size organizations responsible for HR

HOW YOU WILL BENEFIT
- Learn to handle complex issues in the field of human resources and employee relation law
- Gain the information you need to jumpstart a career in HR
- Recruit the right employees for your organization and maximize productivity by conducting meaningful performance evaluations
The field of ethics involves much more than knowing the difference between right and wrong. In today’s business environment, it’s critical to understand and apply business ethics in order to build and maintain trust with key stakeholders. Your own personal code of ethics is only one part of the equation; fostering an ethical culture in your organization requires the ability to develop, manage, and lead others to ethical decisions.

The Business Ethics program will survey the current state of organizational ethics and provide you with effective methods for teaching and communicating business ethics concepts. This course utilizes real-life examples of ethical dilemmas to illustrate strategies that can be used to measure an organization’s ethical culture.

WHO SHOULD TAKE THIS COURSE
■ Professionals who develop and implement corporate ethics programs
■ Academics who seek to teach the concepts of business ethics
■ Managers, supervisors, team leaders, and human resource officials

HOW YOU WILL BENEFIT
■ Analyze real-world ethical issues in business and develop programs to address them
■ Examine the key drivers of ethical decisions and learn to navigate ethical issues in the workplace
■ Develop a deeper understanding of professional ethics and corporate responsibility
■ Gain a vocabulary to discuss ethics with your supervisors and others in your organization

NM Educators may qualify for free tuition through the Daniels Fund Grant. Contact us to determine if you are eligible!
EPEC Custom Programs

Bring the resources of New Mexico’s top business school into your organization to support your current and emerging leaders!

Businesses all over New Mexico partner with the Executive and Professional Education Center to create tailored programs that address their unique business challenges and professional development needs. Talk to us about how your organization can benefit from Anderson’s prestigious faculty and the business community’s industry experts in areas such as organizational assessment, strategic planning facilitation, and targeted training programs.

EPEC Coaching

Leaders and organizations worldwide are experiencing the value of executive coaching.

An executive coach is your thinking partner and can help you understand where you and your organization are, where you need to go, and how you can get there.

Turn “What to do?” into “How to do!” EPEC Coaching will work with you to find the ideal thinking partner by drawing from our diverse pool of experienced executive coaches.

Call today!
505.277.2525
customprograms.unm.edu
An Executive MBA will help you develop the leadership skills you need to paint your own future.

- Complete the degree program in 25 months
- Develop analytical frameworks that will help you craft strategies for your organization's success
- Focus on applying leadership principles through a comprehensive curriculum
- Experience executive service - textbooks, parking passes, self-assessment tools, and meals are provided for you

**EXPANDED INFORMATION SESSION:**
January 10, 2015, 7:30 am-1:30 pm

**INFORMATION SESSIONS:**
Thursday, January 29, 2015, 6:00-8:00 pm
Friday, February 20, 2015, 11:00 am-1:00 pm

For more information visit emba.unm.edu
call 505.277.2525,
or email emba@unm.edu
The Business of Art
New Media Skills’ 2
Practical Project Management
Tactical Lean
Creating Reliable Surveys
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Business Ethics
(online)

PARKING INCLUDED!

PRICING/ DISCOUNTS

Early Registrations: $50 discount per person when registering on or before January 19, 2015
Group Registrations: $100 discount for each when three or more individuals register from the same organization
UNM Faculty, Staff, and Alumni: Qualify for group rates. UNM staff, remember to use your $100 discount!
Payment Plans: For information on a payment plan or special group pricing, contact us at 505.277.2525
Refer a Friend: $50 discount for both you and your friend when you register together

EVENT LOCATION

Graduate School of Management Building
1924 Las Lomas NE

Third floor of the Graduate School of Management Building (GSM) on UNM campus. Parking is readily available at the Yale Parking Structure. Prior to your class, you will receive a pass code to use at the Yale Parking Structure at no charge. The parking structure is on the east side of Yale Blvd., one block south of Lomas Blvd.

REGISTRATION / PAYMENTS

Online: http://cpd.unm.edu
We accept Visa, MasterCard, and Discover
Phone: 505.277.2525; Visa, MasterCard, and Discover
Please have your credit card information ready
Mail: Please make checks payable to:
Anderson School Foundation
Mail to: UNM Anderson School of Management Career and Professional Development Programs
MSC 05 3090
1 University of New Mexico
Albuquerque, NM 87131-0001
Fax: form to 505.277.0345
Tuition Remission: fax form to 505.277.0345 or email form to: cert@unm.edu
In Person: Drop by at
1924 Las Lomas NE, Graduate School of Management
Third Floor, Room 328, Weekdays, 8:00 am to 5:00 pm

PAYMENT & REFUND POLICY FOR ALL SPRING 2015 PROGRAMS

Professional Program. Enrollment is limited. You are encouraged to register as soon as possible. Program fees are refundable prior to the start of the first class session, less a $250 materials and processing fee. Once the program begins, refunds are no longer possible. The Anderson School of Management reserves the right to alter course schedules or to cancel programs.

$50 DISCOUNT FOR BOTH YOU AND YOUR FRIEND when you register together.