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Week 1: July 10-14, 2017

Certificate in Pupil Transportation Management (PTM)

Course: **Business Communications**

Instructor: **Peter Barrow**

*This course provides students with an opportunity to enhance their written and oral business communication skills, in order to effectively and appropriately communicate with diverse stakeholders.

Certificate in Human Resources for School Board Administration (HRM SBA)

Course: **Motivation, Compensation and Benefits**

Instructor: **Earl Manners**

*This course provides an understanding of the process, issues, and techniques involved in administering compensation and benefits and building capacity for motivating employees.

Certificate in Information Management, Privacy and Access (IMPA - formerly FOIRIM)

Course: **Design & Delivery of Information Management, Privacy, & Access Programs**

Instructor: **Fazila Nurani**

*This course will provide a thorough understanding of the components of effective information management, privacy, and information access program(s).

Certificate in Disability Management and Attendance Support (DMAS)

Course: **WSIB Claims Management Strategies**

Instructor: **Carly Howe (Assistant Director, WSIB)**

* This course will develop knowledge of the policies and procedures for determining initial entitlement in a WSIB claim, as well as develop skills in effective caseload management

Week 2: July 17-21, 2017

Certificate in Supply Chain Management (SCM)

Course: **Contract Management**

Instructor: **Glynn Hancott**

*This course will provide students with strategies and tools for performance management, alternative dispute resolution, and mitigating and managing contractual risks.

Certificate in Information and Communication Technology Management (ICTM)

Course: **Privacy and Information Management**

Instructor: **John Wunderlich**

* This course provides students with information and application to assist them with decision-making and the implementation of privacy and access strategies within school boards and other work environments.

Certificate in Facilities Management (FM)

Course: **Human Resources Management for Facilities Professionals**

Instructor: **Earl Manners**

*This course provides students with information (e.g., labour and management legislation) and skills needed to successfully address human resource issues that affect employees in a facilities operations, construction, and maintenance environment.

For more information, visit www.professionalcertificates.com or contact us at info@OpenEd.uoguelph.ca



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