



HUMAN RESOURCE MANAGEMENT SEMINARS

UCCI, in partnership with the American Management Association (AMA) offers a range of seminars which qualify for an AMA Certificate of Excellence. To gain the certificate, you complete three of the following seminars. Each seminar is three days in length and is facilitated by a member of the AMA. The following seminars are offered in Fall 2009;

1. Fundamentals of Human Resource Management – an introduction to all aspects of human resource management
2. Recruiting, Interviewing and Selecting Employees – an opportunity to develop the knowledge and skills required for successful recruitment
3. Communication and Interpersonal Skills for Managers – essential skills and knowledge for managers at all levels in an organization
4. Finance and Accounting for Non-Financial Managers – an opportunity for those who need to improve their knowledge and skills in financial management but who are not directly involved in financial management

You are welcome to attend any or all of the seminars.

SEMINAR SCHEDULE:

Date	Day(s)	Time	Topic
Jan 15 - 17	Thurs, Fri, Sat	9:00 a.m. - 5:00 p.m.	Fundamentals of Human Resource Management
Jan 22 - 24	Thurs, Fri, Sat	9:00 a.m. – 5:00 p.m.	Recruiting, Interviewing and Selecting Employees
Jan 29 - 31	Thurs, Fri, Sat	9:00 a.m. – 5:00 p.m.	Communication and Interpersonal Skills for Managers
Feb 12 - 14	Thurs, Fri, Sat	9:00 a.m. – 5:00 p.m.	Finance and Accounting for Non-Financial managers

COST

Cost per seminar is CI\$1,200. If you register for 4 seminars, the reduced cost is CI\$4,200

Application Process

To apply, [click here](#). For further information, contact Diane Campbell dcampbell@ucci.edu.ky call 5265046 or Dr Carolyn Mathews cmathews@ucci.edu.ky call 5265017