



## Saint Mary's University's Executive and Professional Development and York University's Schulich Executive Education Centre 2016-2017 Programs

Welcome to the best of both worlds: jointly offered courses that are grounded in professional expertise and real-world experience. Since 1996, Saint Mary's Executive and Professional Development and the Schulich Executive Education Centre at York University have been working together to deliver award-winning programs to help you build new skills and hone existing ones. Our collaboration allows you to participate without having to leave the region, and gain valuable PDUs at the same time.

### Critical Thinking and Strategic Problem Solving

Organizational success requires leaders with exemplary problem solving skills — leaders who are adept at examining problems and opportunities critically, and implementing solutions that increase competitiveness and improve performance.

This seminar introduces you to a systematic and flexible approach for tackling challenging leadership issues. Drawing on cutting-edge best practices, the program offers a step-by-step process for problem solving, exploring alternatives, and generating highly creative solutions, applicable in any area of your business. Based on Alex Lowy's book *No Problem*, the seminar provides examples, processes and approaches that enable managers to quickly cut to the heart of strategic and organizational decisions.

Participants will receive a copy of *No Problem* by Alex Lowy.

Receive 14 PDUs towards your PMI® Continuing Certification Requirements.

#### Course Information

Facilitator: Alex Lowy, BA, MES  
Fee: \$1,275 + HST  
2-Day Seminar: November 14-15, 2016  
May 8-9, 2017

### The Project Management Course

A project is any unique undertaking that creates a desired result. It contributes to one or more organizational objectives while achieving both project and product objectives. The five project management process groups, (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) provide a comprehensive and practical view of an entire project from beginning to end.

The course provides a solid grounding in project management processes while recognizing the often neglected human side of project management. This is an ideal overview for anyone who is looking for a practical approach to managing projects. It includes a step-by-step approach and numerous techniques and templates.

Receive 21 PDUs towards your PMI® Continuing Certification Requirements.

#### Course Information

Facilitator: Kathryn Pottruff, MSPM, PMP or Sandra Martyn, PMP  
Fee: \$1,745 + HST or \$2,705\* + HST  
3-Day Seminar: September 26-28, 2016  
January 30-February 1, 2017  
May 29-31, 2017

\* Register for both The Project Management Course and Using Microsoft Project® Workshop and save \$200.

### Using Microsoft Project® Workshop

Your projects just got a lot easier to manage thanks to our introductory Microsoft Project® software training workshop. This workshop format is ideal for managers and staff who are looking to improve their skills in using project management software. You will be led through practical exercises which illustrate the software's many features. The two days will also cover tangible management issues including: setting up a project, scheduling and assigning tasks, allocating costs and resources, and tracking progress.

**Requirement:** Please bring your laptop computer and power cord. Your laptop must be installed with Microsoft Project® Standard 2013 (English), Standalone Version. Microsoft Project® 2010 and 2016 Standard Version users are also welcome in class.

Receive 12 PDUs towards your PMI® Continuing Certification Requirements.

#### Course Information

Facilitator: Kathryn Pottruff, MSPM, PMP or Sandra Martyn, PMP  
Fee: \$1,160 + HST or \$2,705\* + HST  
2-Day Seminar: October 5-6, 2016  
June 1-2, 2017

[trainatsmu.ca](http://trainatsmu.ca)



Schulich  
School of Business  
Executive Education Centre



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EXECUTIVE & PROFESSIONAL  
DEVELOPMENT  
CONTINUING EDUCATION

# Registration Form



EXECUTIVE & PROFESSIONAL  
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## STEP 1: PROGRAM REGISTRATION

Please list your seminars and dates. Print clearly.

- 1: Critical Thinking and Strategic Problem Solving
- 2: The Project Management Course
- 3: Using Microsoft Project® Workshop

Dates \_\_\_\_\_  
Dates \_\_\_\_\_  
Dates \_\_\_\_\_

## STEP 2: PARTICIPANT REGISTRATION INFORMATION

Please complete this section in full. Your name will appear on your certificate as printed. Print clearly.

Mr.  Ms. First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Department \_\_\_\_\_ Title \_\_\_\_\_  
Company/Organization \_\_\_\_\_  
 Work Address OR  Home Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Tel (work) \_\_\_\_\_ Tel (cell) \_\_\_\_\_ (Home — emergency only) \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax \_\_\_\_\_  
How would you like to receive notification of upcoming programs and events?  Email  Mail

## STEP 3: 10% GROUP DISCOUNT\*

Do you qualify for our group discount?  YES  NO

\* For 3 or more from the same company registering for the same program offering. Each registrant must complete a form. **All forms must be submitted together** and provide names of accompanying registrations:

\_\_\_\_\_

## STEP 4: PAYMENT METHOD

Payment is due in advance of the program start date. Please indicate your method of payment. Print clearly.

### Credit Card

Visa  Mastercard  Amex

Card# \_\_\_\_\_ Exp \_\_\_\_\_ Tel (work) \_\_\_\_\_

Cardholder Name (please print clearly) \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

### Invoice My Company

Attention \_\_\_\_\_ E-mail \_\_\_\_\_ Tel (work) \_\_\_\_\_ Fax \_\_\_\_\_

Invoice/Receipt Address \_\_\_\_\_

Authorizing Manager \_\_\_\_\_ Title \_\_\_\_\_ PO# \_\_\_\_\_

*If paying by cheque, please make payable to Saint Mary's University Executive and Professional Development (1800 Argyle St., Suite 801, Halifax, NS B3J 3N8)*

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