

# EXEC ED

**COURSE CATALOGUE**  
SPRING 2018

CUSTOMIZED SOLUTIONS  
FOR ORGANIZATIONS

COURSES AND WORKSHOPS  
FOR EXECUTIVES, MANAGERS,  
AND PROFESSIONALS



Learn  
like  
you're  
there.



# CUSTOMIZED SOLUTIONS FOR ORGANIZATIONS



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**Do you have a skill or knowledge gap at your organization you're trying to close? Or a strategic change initiative you would like help with?**

Our experienced team can develop tailored, effective and relevant learning solutions for organizations to address the strategic or tactical opportunities and challenges you collectively face. We work with you and your team to design and develop customized solutions—from individual courses and multi-module programs to facilitated planning sessions—that meet your specific organizational requirements.

## **“As is” or made to order—the choice is yours**

Our customized approach gives you the option of having our courses or workshops delivered for your team “as is,” or we can work with you to design courses, workshops and programs tailored to meet your specific needs and desired learning outcomes. We can also offer you a combination of both.

Your team can take a customized offering at any CapU campus, on site at your organization, or at another location of your choice.

**For more information, or for a consultation to discuss your requirements, please contact:**

**Phone: 604.984.4910 or toll free at 1.844.984.4910**

**Email: [execed@capilanou.ca](mailto:execed@capilanou.ca)**

**Or visit our website: [capilanou.ca/execed](http://capilanou.ca/execed)**

SPRING 2018: FEB–JUN

# OPEN ENROLMENT COURSES & WORKSHOPS FOR INDIVIDUALS

## Better Business Presentations

Business leadership demands the ability to connect with and influence others. Whether you're speaking to four people in a boardroom or 400 people in a ballroom, this workshop shows you how to engage your audience with clarity, passion and purpose.

**Thu, Feb 22**  
9 am–4:30 pm     **K. Coach & J. Piros**  
91039                     \$895

## Financial Literacy for the Non-Financial Manager

This course equips any non-financial manager with the knowledge and confidence to read and interpret financial statements, know what questions to ask, as well as anticipate and answer questions from stakeholders.

**Mon, Feb 26 & Tue, Feb 27**  
9 am–4:30 pm     **T. Towill**  
91040                     \$1,095

**Mon, May 7 & Tue, May 8**  
9 am–4:30 pm     **T. Towill**  
92006                     \$1,095

## Writing for Results

Discover the key elements of good writing, which help you write faster, cleaner and with greater confidence. The insights and tools this workshop provides has made *Writing for Results* one of the most popular and well-received business writing seminars available.

**Thu, Mar 1**  
9 am–4:30 pm     **D. Mollenhauer**  
91041                     \$695

## Project Management Fundamentals

This two-day introductory course uses a hands-on approach to enhance your competencies in the science of project management planning and control, as well as in the art of interpersonal skills, communications and stakeholder management.

This course qualifies for 14 PDUs through the Project Management Institute.

**Mon, Mar 12 & Tue, Mar 13**  
9 am–4:30 pm     **D. Christenson**  
91042                     \$1,195

## Using HR Business Analytics for Strategic Decision Making

This is an ideal opportunity for middle and senior HR professionals to learn more about how analytical thinking and methodology can help HR play a more active and involved role in an organization's strategic planning.

**Thu, Apr 5**  
9 am–4:30 pm     **M. Gerschman**  
91043                     \$725

## Project Communication and Stakeholder Management

Effective communication is essential to managing project stakeholders, their expectations, and ultimately—their satisfaction. This course examines how good communication keeps scope creep to a minimum, ensures project requirements stay aligned, and mitigates issues that could delay a project.

This course qualifies for 14 PDUs from the Project Management Institute.

**Wed, Apr 11 & Thu, Apr 12**  
9 am–4:30 pm     **D. Christenson**  
91044                     \$1,195

## Aligning Your Culture to Unlock Innovation

Embrace your entrepreneurial spirit and become a change agent in your organization. Explore new models for idea generation such as design thinking and prototyping as tools to unleash creativity and innovation, fail fast and take your organization from a 'playing not to lose' mindset to a 'playing to win' one.

**2 Wed, Apr 11 & 25 + Online webinar**  
9 am–4:30 pm  
**J. Southcott & A. Southcott**  
91046                     \$1,295

## Higher Performing Teams Through Coaching

Learn new leadership skills and discover creative ways of dealing with the people side of your job. Explore new ways of working through challenges and conflicts and discover how a coaching approach can be used to effectively lead a team.

**Thu, May 24 & Fri, May 25**  
9 am–4:30 pm     **S. Stuyt**  
92022                     \$1,295

## Achieving a Culture of Great Governance

Analyze and apply governance best practices resulting from Dr. Bart's ground-breaking research. Filled with ample practical advice, this workshop is designed to help directors cope immediately with the governance avalanche currently overwhelming most boards.

**Fri, Jun 8**  
9 am–4:30 pm     **C. Bart**  
92007                     \$968



Most of our courses and workshops listed above have been accredited by CPHR BC & Yukon (Chartered Professionals in Human Resources of British Columbia & Yukon) and qualify for CPD hours (see website for details). If you're a CPHR BC & Yukon member, you are eligible for a discount (up to 15%). Please call 604.984.4910 to register and avail of the discount.

**WANT TO KNOW IN ADVANCE ABOUT  
NEW AND UPCOMING COURSES?  
SUBSCRIBE TO OUR E-NEWSLETTER.**

Our eNewsletter lets you know well in advance about upcoming courses and workshops. Visit [capilanou.ca/execed](http://capilanou.ca/execed) to sign up.

**ASK ABOUT OUR  
CERTIFICATES  
OF COMPLETION  
IN MANAGERIAL  
EXCELLENCE**

## ARE YOU A CPHR BC & YUKON MEMBER?

Thanks to our partnership  
with CPHR BC & Yukon,  
you can get up to a 15%  
discount on selected  
Executive Education courses.  
Ask us for details (contact  
information below)



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# HOW TO REGISTER

**Online:** Visit [capilanou.ca/execed](http://capilanou.ca/execed)

**Phone:** Call 604.984.4910 or toll-free at 1.844.984.4910

**In Person:** Drop by Continuing Studies & Executive Education at our main campus, located at 2055 Purcell Way, North Vancouver. We're located in the Arbutus building.

### Team Discount Available

Send three or more people to any one course and receive a 10% discount. You must register by phone at 604.984.4910 to qualify for the discount.



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