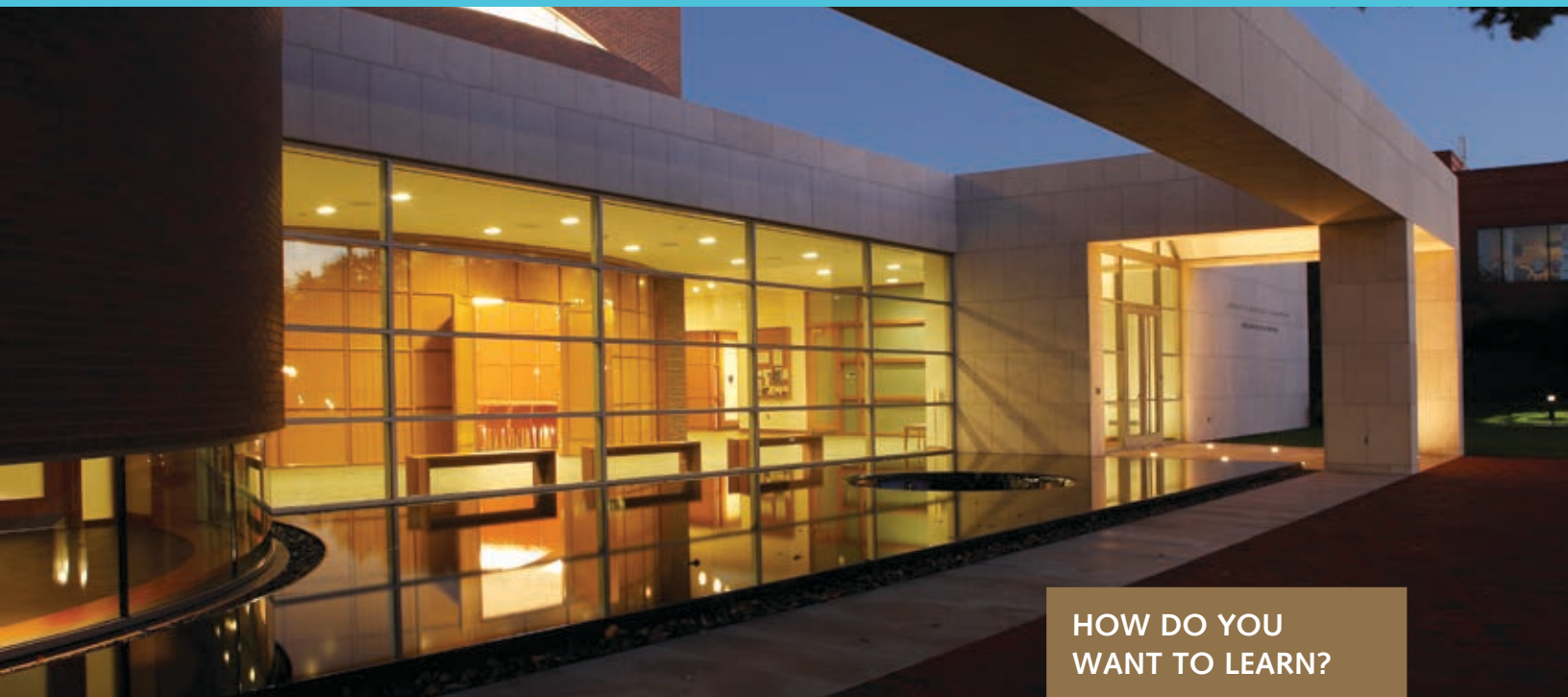


PROFESSIONAL AND BUSINESS EDUCATION

Executive Development Center



HOW DO YOU WANT TO LEARN?



ON CAMPUS
Days



ON CAMPUS
Evenings



ONLINE
At Your Own Pace



ONSITE
Corporate Education

Bryant University

Welcome to

BRYANT'S EXECUTIVE DEVELOPMENT CENTER

KNOWLEDGE IS YOUR COMPETITIVE ADVANTAGE AND MOST VALUABLE ASSET

Online Learning, On Campus Learning, Corporate Training

In today's expanding global economy where instant access to data and technology continues to drive rapid change, education is no longer just a pathway to opportunity – it's a prerequisite. Companies need employees who can think critically, successfully manage change, and apply new skills using more complex technologies. Simultaneously, organizations must continue to improve the way they do business, retain and manage their talent pool, and apply new best practice models in order to remain competitive and sustainable.

At Bryant's Executive Development Center, we continue to provide programs that address the needs of today's dynamic, global workforce. Our comprehensive selection incorporates real world experience with industry best-practices allowing you to put your skills to immediate use. We focus on proven industry-recognized certifications and methodologies that are utilized by business professionals worldwide.

Increased competence improves confidence and begins when you take the first step of investing in your education or that of your team or organization. We offer courses and certificates, many that can lead to national certifications, with formats that afford you the flexibility to choose how you want to learn: **online, on campus, a blended approach or as a corporate partner.**

We invite you to review our 2015-2016 catalog.



Annette Cerilli
Director, Executive Development Center

"The Executive Development Center staff is responsive, supportive, and professional. Staff members engage with and support online and e-Learning participants."

Catherine Sullivan-Gagnon

EXECUTIVE DEVELOPMENT CENTER STAFF

Annette Cerilli

Director
(401) 232-6323
acerilli@bryant.edu

Paul Dacey

Assistant Director
(401) 232-6204
pdacey@bryant.edu

Amy Grant

Assistant Director
(401) 232-6203
agrants2@bryant.edu

Lauren Soares

Sales Manager
(401) 232-6322
lsoares1@bryant.edu

Adriana Cukon-Kroon

Program Sales Associate
(401) 232-6207
acukonkroon@bryant.edu

Philip Primeau

e-Learning and Digital
Marketing Coordinator
(401) 232-6501
pprimeau@bryant.edu

Sandra DeCotis

Program Coordinator
(401) 232-6321
sdecotis@bryant.edu

Sharon Enos

Office Assistant
(401) 232-6170
senos2@bryant.edu

> CONNECT WITH US




Bryant University
Executive Development Center

edc.bryant.edu

(401) 232-6200



HOW DO YOU WANT TO LEARN?

ON CAMPUS LEARNING	ONLINE LEARNING	CORPORATE EDUCATION
 Day or Evening 2-3	 Online, anytime when the time is right for you 4-5	 Group training for companies – onsite or at Bryant 6-9

ON CAMPUS LEARNING	2-3	HEALTHCARE QUALITY	31-32
Join us on campus for our open enrollment programs		Healthcare Quality Certificate	
ONLINE LEARNING	4-5	HUMAN RESOURCES MANAGEMENT	33-40
A comprehensive list of online professional development programs		Human Resources Management Certificate SHRM Certification Exam Prep SHRM-CP™/SHRM-SCP™	
CORPORATE EDUCATION	6-9	NEW LEADERSHIP MASTERY	41-43
Customized-cost effective training for groups		Leadership Mastery Certificate	
NEW MINI-MBA CERTIFICATE	10	MICROSOFT® TOOLS CERTIFICATE	44
Coming in Spring/Summer 2016		Essential MS Office Toolkit	
BUSINESS ANALYST	11-12	PORTFOLIO MANAGEMENT	45
Business Analyst Certificate CBAP® Certification or CCBA® Certification Certification Exam Prep – CBAP® and CCBA®		Portfolio Management Certificate PfMP® Certification	
NEW BUSINESS ANALYTICS	13-14	PROJECT MANAGEMENT	46-51
Business Analytics		Project Management Certificate PMP® Certification or CAPM® Certification Certification Exam Prep – PMP® and CAPM® Agile Project Management Certificate PMI-ACP® Certification Master's Certificate in Project Management	
BUSINESS CONTINUITY PLANNING	15	SIX SIGMA	52-53
Business Continuity Certificate CBCP® Certification		Yellow Belt Certificate Green Belt Certificate and Certification Black Belt Certificate and Certification	
BUSINESS MANAGEMENT	16-20	SUPPLY CHAIN MANAGEMENT	54-55
Business Management Certificate		Supply Chain Management Certificate	
BUSINESS PROCESS MANAGEMENT	21	NEW VIRTUAL TEAMS	56-57
Business Process Management Certificate CBPP® Certification		Virtual Team Leader Certificate Virtual Team Professional Certificate	
NEW DIGITAL MEDIA STRATEGY	22-23	GENERAL INFORMATION	58-59
Digital Media Strategy Certificate		Registration Workforce Development Grants and Funding Payment and Cancellation Policies Directions Campus Resources	
NEW EMERGING LEADER	24-26	COURSE INDEX	60
Emerging Leader Certificate			
NEW EVENT MANAGEMENT	27-29		
Event Management Certificate			
FINANCIAL PLANNING	30		
Financial Planning Certificate CFP® Certification			

ON CAMPUS OPEN ENROLLMENT

If you prefer a traditional classroom experience, our open enrollment courses are available year-round, providing unique opportunities to network, collaborate, and build enduring relationships with professionals from a variety of organizations, backgrounds, and disciplines. Upcoming programs are listed on our website home page: edc.bryant.edu



LOOK FOR THESE ICONS TO DISCOVER PROGRAMS THAT ARE AVAILABLE ON CAMPUS

To find out more, please contact:

Adriana Cukon-Kroon
Program Sales Associate
Phone: (401) 232-6207
E-mail: acukonkroon@bryant.edu

ADVANCE YOUR PERSONAL GOALS AND YOUR ORGANIZATION'S VISION

Bryant University's Executive Development Center delivers a wide range of options that prepare and empower you to achieve your goals:

- Professional certificate programs and courses
- Customized programs for your organization or department
- Innovative topics that address today's unique business challenges
- Flexible options to suit your personal preferences; online, on campus or onsite for groups

INVEST IN YOUR EDUCATION

Earn a professional certification or certificate that positions you for a long, successful professional career.

CERTIFICATES

Learn New Skills and Build Capabilities:

- Agile Project Management
- Business Analysis
- Business Continuity
- Business Management
- Business Process Management
- Digital Media Strategy
- Emerging Leader
- Event Management
- Financial Planning
- Human Resources
- Leadership Mastery
- Lean Practices
- Microsoft Tools
- Portfolio Management
- Project Management
- Project Management – Master's
- Six Sigma
- Supply Chain Management
- Virtual Teams



“Learning is experience.

Everything else is just information.”

– ALBERT EINSTEIN

1863

ON CAMPUS
AT THE EXECUTIVE DEVELOPMENT CENTER

ONLINE LEARNING

We know that today's professionals need flexible solutions that fit their busy schedules, global work environments and preferred learning style. The Executive Development Center offers a comprehensive catalog of online learning options that allow participants to access high-quality content from anywhere. Our programs are specially designed to address the needs of today's professional throughout his or her career – from new hire to experienced top talent.



LOOK FOR THIS ICON TO DISCOVER PROGRAMS THAT ARE AVAILABLE ONLINE

Companies with virtual teams and global footprint are faced with unique challenges as their teams grow. We work with you to design high-quality, global professional development solutions that provide consistency and versatility for your entire organization. Our courses can be accessed instantly from any device through our easy-to-use e-Learning platform.

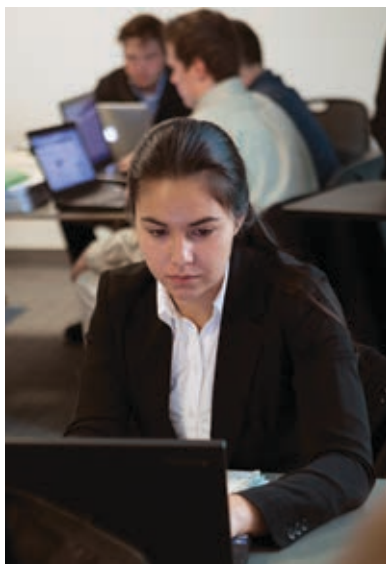
Our e-Learning Community will enable you and your team to access all course and campus resources, your course syllabus, and supplemental material, as well as communicate with your instructor and other class participants.

To find out more, please contact:

Adriana Cukon-Kroon
Program Sales Associate
Phone: (401) 232-6207
E-mail: acukonkroon@bryant.edu

“My overall experience of the e-learning system was enjoyable. I like to take online classes and this was one of the most organized courses that I have seen.”

Kimberly Frazier
Veterinary Pet Insurance



10%

DISCOUNT FOR VETERANS AND BRYANT UNIVERSITY ALUMNI

May not be combined with other discounts.

“I enjoyed the experience and appreciate the self-paced learning system. It allowed me to take charge of my schedule and not feel rushed through the material.”

Crystal Hunter



“The more that you learn,
the more places
you’ll go.”
– DR. SEUSS

CORPORATE EDUCATION

The Executive Development Center at Bryant University is dedicated to helping companies and individuals achieve their personal and professional goals. Our strategy is to meet the unique needs of the business community – including for-profit organizations, nonprofit agencies, and government entities – for continued enhancement and advancement of its workforce.



LOOK FOR THIS ICON TO DISCOVER PROGRAMS THAT ARE AVAILABLE FOR CORPORATE TRAINING

We Show Our Commitment to Your Success Through Our Value Proposition:

COMPETITIVE DIFFERENTIATION THROUGH CERTIFICATION

Course content that aligns with current industry standards or recognized national certification bodies

PROGRAM CONTENT EXCELLENCE

Courses are taught by subject matter experts with a focus on immediate business applicability and modern adult learning methods

BALANCED PROGRAM CONTENT


Blending of academic skills and applied knowledge, using best business practice models in a highly interactive learning environment

To ensure a maximum return on investment and to meet the strategic needs of companies and individuals, we offer a blended consultative and academic framework to achieve the highest level of learning. Participants can complete a program and immediately apply their learning in their workplace.

Let us help you and your company:

- Provide flexible professional education and training across business disciplines
- Develop high-potential employees
- Groom top managers for future leadership roles
- Develop emerging leaders for succession planning
- Prepare to meet future business challenges and move ahead of the competition





“Tell me and I forget,
teach me and I may remember,
involve me and I learn.”

– BENJAMIN FRANKLIN

ADVANTAGES OF PARTNERING WITH THE EXECUTIVE DEVELOPMENT CENTER

CUSTOMIZED PROFESSIONAL DEVELOPMENT SOLUTIONS

We work with you to create a seminar, workshop, program, or certificate that meets your organization's specific needs or to customize an existing program to help maximize your investment.

COST-EFFECTIVE, FLEXIBLE OPTIONS

Our programs provide excellent value at a reasonable cost using economies of scale and the latest technology to easily and instantly accommodate small to large groups.

CONVENIENCE AND FLEXIBILITY

Courses and programs can be held at your location or ours. Schedules can include full or half days, weekdays, or evenings. Online options can be used anytime, anywhere or incorporated into your programs as part of a blended solution.

STRATEGIC CONSULTING SERVICES

Bryant Executive Development Center's consulting services provide assessment, analysis, and strategy development for companies. Our goal is to understand your business as well as you do, while providing an outside expert perspective about how to make improvements or seize opportunities.

Coaching and consulting services are available in several key business areas:

- Business Process
- Human Resources
- Leadership
- Succession Planning

In all consulting areas, we partner with you to:

- Assess your organization's needs
- Develop recommendations, programs, and plans for improvement
- Facilitate implementation of programs that address your challenges
- Provide a system to track progress and make appropriate adjustments along the way
- Measure performance and evaluate results



CORPORATE PARTNERSHIPS

A partial list of companies with whom we've partnered to provide consulting services and/or delivered customized corporate programs:

- Blue Cross & Blue Shield of Rhode Island
- Citizens Bank
- Coastal Medical, Inc.
- Collette
- Delta Dental
- Lifespan
- Family Service of Rhode Island, Inc.
- FM Global
- Herrick & White
- Materion
- MetLife
- Neighborhood Health Plan of Rhode Island
- Swarovski North America
- Taco
- Tech Collective
- University Medicine Foundation

To find out more, please contact:

Amy Grant
Assistant Director
Phone: (401) 232-6203
E-mail: agrant2@bryant.edu

OR

Lauren Soares
Sales Manager
Phone: (401) 232-6322
E-mail: Isoares1@bryant.edu



Tech Collective and Bryant's Executive Development Center

KATHIE SHIELDS Executive Director, Tech Collective

For nearly 20 years, Tech Collective has worked with employers and educators to develop Rhode Island's information technology and bioscience industry and workforce. The pinnacle of that work to date has been our recent relocation to 8,500 square feet of office, training, technical, and collaboration space at the Rising Sun Mills in Providence, as well as the awarding of a \$7.5 million USDOL Ready to Work grant to Workforce Solutions of Providence/Cranston and the Workforce Partnership of Greater Rhode Island in partnership with Tech Collective.

Through the four year Ready to Work program, workforce services will put more than 400 unemployed and underemployed Rhode Islanders back to work in the IT industry. Bryant University's Executive Development Center will play a critical role in meeting that goal. For both technical and soft skills, we continually rely on the EDC team to offer practical and effective training customized to our needs and audience. Our accomplished history includes providing training to unemployed individuals looking to enter/re-enter the industry with project management and business skills as well as incumbent (employed) IT and bioscience professionals seeking to hone their critical thinking skills and professional credentials to advance their careers.

The credentials and demonstrated skill sets our training participants leave the Executive Development Center with are an undoubted factor in our ability to attract and engage employers to our programs. Being able to help find employment for the unemployed and help companies meet their talent needs is one of the most rewarding aspects of what we do at Tech Collective and it is a critical driver of Rhode Island's high-growth tech industries and economy. We look forward to working with the Executive Development Center team to build continued opportunities for Rhode Island.

NEW MINI-MBA CERTIFICATE

To succeed in business, individuals must be able to see beyond their own functional area and better understand how the organization operates as a whole. Bryant's Mini-MBA provides a solid foundation in current business theory and practice.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONSITE
CORPORATE EDUCATION

Bryant's Mini-MBA Certificate Program is a 5-day course designed for those professionals seeking to improve their knowledge in key business disciplines including:

- Leadership
- Strategic Finance
- Contemporary Marketing in the Digital Age
- Fundamentals of Business Strategy
- Organizational Behavior

Upon completion you will have gained a better understanding about key business issues and strategies to help you make better business decisions.

Who Should Attend

Leaders, Managers, and Entrepreneurs who want to improve their general business acumen and leadership skills or who need a refresher course to sharpen their skills will benefit from this program.

For more information about the Mini-MBA program, please contact:

Amy Grant
Assistant Director
Phone: (401) 232-6203
E-mail: agrant2@bryant.edu



BUSINESS ANALYST

The Executive Development Center's Business Analyst Certificate program is aligned with the national certifications from the International Institute of Business Analysis (IIBA®).

HOW DO YOU WANT TO LEARN?



ON CAMPUS
DAYS OR EVENINGS



ONLINE



ONSITE
CORPORATE EDUCATION

THE IMPORTANT ROLE OF THE BUSINESS ANALYST

Business analysts are responsible for analyzing the needs of their clients and stakeholders to help determine solutions to business problems. A key facilitator in the project management process, the business analyst serves as a liaison between the business side of an enterprise and the information technology department or external service providers. Common alternate titles are business systems analyst, systems analyst, and functional analyst.

Learn Business Analysis and prepare for the Certification of Competency in Business Analysis™ (CCBA®) or the Certified Business Analysis Professional™ (CBAP®) Examination. The IIBA® is the leading global professional association that develops and maintains standards for the practice of business analysis and for the certification of practitioners.

This program teaches to the BABOK® in accordance with the IIBA®. As an Endorsed Education Provider (EEP™), our program is designed to cover the IIBA's Body of Knowledge (BABOK®). The Business Analysis Body of Knowledge® (BABOK®) is composed of six areas plus underlying fundamentals.

KNOWLEDGE AREAS

- Business analysis planning and monitoring
- Elicitation
- Requirements management and communication
- Enterprise analysis
- Requirements analysis
- Solution assessment and validation

A significant amount of course time is dedicated to applying course materials to case studies. Participants experience a project team environment, formulate project plans, and collaborate on project choices and variables. The program culminates with a capstone presentation. We focus on team building and presentation skills.

“This course seemed to be designed specifically to my current role. Not only did the course exceed my objectives, I have been able to apply these new techniques to my current projects.”

Shannon Neves
RSD America

BUSINESS ANALYST AND PROJECT MANAGEMENT

A Strategic Combination

Business analyst training complements our project management training as both disciplines are critical to a project's success. Project managers and business analysts each possess unique skills and knowledge that, when used together, result in highly successful projects. Current PMP® certified project managers who successfully complete the Business Analyst Certificate will also earn 35 PDUs with the PMI. Bryant University is a Global Registered Education Provider (REP) of the Project Management Institute (PMI).

See pages 46-51 for more information about Bryant's Project Management program.

Who Should Attend

Experienced business analysts, as well as those who are new to the business analyst role and are currently working on projects. All content aligns with and satisfies the educational requirement for the PMI Professional in Business Analysis (PMI-PBA)[®] Certification.



CBA 100 BUSINESS ANALYST

Evening Program

3.5 CEUs/35 PDUs

TUITION \$3,895

Fee includes the
Business Analyst Exam Prep

SCHEDULE

Six Weeks

Two evenings per week
6 to 9 p.m.

Fall Session

Monday and Wednesday
October 19 – November 30, 2015

Spring Session

Tuesday and Thursday
April 12 – May 19, 2016



CBA 102 BUSINESS ANALYST

Boot Camp Day Program

3.5 CEUs/35 PDUs

TUITION \$3,895

Fee includes the
Business Analyst Exam Prep

SCHEDULE

Five Days

Monday through Friday
8:30 a.m. to 4 p.m.

Fall Session

November 30 – December 4, 2015

Spring Session

May 23 – May 27, 2016



Endorsed Education
Provider™



CBA 400 BUSINESS ANALYST

Online Program

3.5 CEUs/35 PDUs

TUITION \$2,695

Fee includes the
Business Analyst Exam Prep

SCHEDULE

Online

TAKE THE NEXT STEP!



CBA 401 BUSINESS ANALYST CERTIFICATION EXAM PREP COURSE

Prepare for IIBA[®] Certification

Prepare for the Certified Business Analysis Professional (CBAP[®]) or the Certification of Competency in Business Analysis[™] (CCBA[®]) Certification. This is an online review of the BABOK[®] as well as test-taking strategies and techniques, practice questions, and best-answer strategies. Each participant will develop a personal action plan to ensure success in taking the CBAP[®] or the CCBA[®] examination.

TUITION \$299

Free of charge upon successful
completion of our Business Analyst
Certificate program

SCHEDULE

Online

For more information about
the Business Analyst program,
please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

CORPORATE PARTNERSHIPS



THOMAS MAZZONE
Senior Vice President
Citizens Bank

The Executive Development Center at Bryant has always been an active partner in many of the core professional development programs and training we offer to colleagues.

At Citizens Bank we value colleague development, and our partnership with the Executive Development Center at Bryant allows us to constantly explore new programs and continually improve the offerings available to our colleagues. Bryant's Executive Development Center is a key component of that strategy.

Bryant has made a distinct difference for our colleagues in that they not only participate in the training, but they have the ability to apply what they are learning. For years, our colleagues have told us that they have found the teaching to be excellent.

We hope to continue our partnership with Bryant and develop and offer more programs to Citizens Bank colleagues that are advanced, experience-based courses. We really want to focus on developing evidenced-based curriculum, and the Executive Development Center will help us to do that.

NEW BUSINESS ANALYTICS

The 21st century belongs to those who can think and act based on sound business intelligence. Decisions must be based on more than feelings or gut reactions to events – regardless of the field. Consumer product companies, insurance companies, banks, governments, and even sports teams are utilizing analytics to improve their bottom line and assure their long term success.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONLINE



ONSITE
CORPORATE EDUCATION

Our course focuses on business analytics as a process for transforming data sourcing/management and data integration into meaningful business intelligence.

Who Should Attend

Business executives, owners, and managers seeking an improved understanding of business intelligence and business analytics practices. It is also designed for business analysts or process managers, business or technical systems analysts, requirements engineers, product managers, product owners, enterprise analysts, business architects, management consultant/change agents, or a practitioner in a related discipline such as project management, software development, and quality assurance or interaction design.

OBJECTIVES

This course will help participants understand the relationships between business process performance, integration, and business performance metrics. Participants learn how to set up a business metrics dashboard to examine the relationship between business intelligence and business analytics.

Topics include descriptive statistics, data exploration, probability, inferential methods, and regression analysis. It also includes the study and understanding of predictive analytics. Predictive models and analysis are typically used to forecast future probabilities. We use a number of techniques, including data mining, statistical modeling, and machine learning to help analysts make future business forecasts. **1.8 CEUs**





CBA 350 BUSINESS ANALYTICS

KEY TOPICS

- Provide a guide to what is meant by the analytical age
- Develop the ability to make an information strategy
- Business Analytics as a holistic information discipline: Combination of IT technologies, human competencies, and organizational processes
- Develop a strategically based, specific area of concern performance metrics dashboard
- Understand the application of predictive analytics
- Understand the practical use of statistical modeling applied to business analytics
- Discuss and understand the different types of dashboards
- Discuss good and bad dashboard designs
- Discuss and understand BA concepts, definitions, and terminology following a BA Model

This course directly supports the BIA segment of the CBIP Certification exam (CBIP-Certified Business Intelligence Professional).

TUITION \$750

SCHEDULE

Three Days

Monday through Wednesday
8:30 a.m. to 4 p.m.

Fall Session

October 26 – October 28, 2015

Spring Session

April 4 – April 6, 2016

CBA 450

SCHEDULE

Online

For more information about the Business Analytics program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

CORPORATE PARTNERSHIPS



LISA WHITING

**Director of Human Resources
Neighborhood Health Plan
of Rhode Island**

Neighborhood Health Plan of Rhode Island's goal is to become a data-driven organization where leaders leverage the power of data to make strategic business decisions. The training provided by Bryant's Executive Development Center set us on the right path.

Reputation and course layout were important factors when the organization was considering partnering with Bryant. We had to be sure that we were working with a training partner who understood the needs of our business, as well as the uniqueness of our culture.

Executive Development Center staff partnered with our Human Resources department to fully understand the learning needs of the audience. In addition, the consultant worked with our senior leaders prior to and after the training program to ensure success in the training initiatives, going well beyond just delivering the training.

We highly value the training our staff received and hope the partnership with Bryant's Executive Development Center will continue to grow.



BUSINESS CONTINUITY PLANNING

KEEP YOUR BUSINESS RUNNING

Natural disasters and human failures can interrupt normal business operations and put your company at risk. Every business, small or large, needs a contingency plan and a strategic operations framework that keeps the business up and running in the wake of a catastrophic event.

HOW DO YOU WANT TO LEARN?



ONLINE



ONSITE
CORPORATE EDUCATION

Who Should Attend

Individuals who work in business continuity, disaster recovery professions, and related fields such as crisis risk management, information technology, human resources, healthcare, and facility management; project managers and regulatory compliance officers in the pharmaceutical industry; environmental health and safety officers; and contingency planners.

“I thoroughly enjoyed the course. The briefs, coupled with the textbook and assignments, stepped me through the process in a logical manner and reinforced the course’s objectives.”

Marcus Devine



BCP 400 BUSINESS CONTINUITY

Online Program

3.5 CEUs/35 PDUs

KEY TOPICS

- Initiation and management
- Business impact analysis
- Risk evaluation and control
- Developing business continuity management strategies
- Emergency response and operations
- Developing and implementing business continuity and crisis management plans
- Awareness and training program
- Maintaining and exercising business continuity and crisis management plans
- Crisis communication
- Coordination with external agencies

TUITION **\$1,549**

SCHEDULE

Online

For more information about the Business Continuity Planning program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

TAKE THE NEXT STEP!

Earn The (CBCP®) Business Continuity Certification

The Bryant University Business Continuity Certificate program aligns with the Disaster Recovery International Institute's (DRI®) Certified Business Continuity Professional (CBCP®) credential.

Current PMP® certified project managers who successfully complete the Business Continuity Certificate will also earn 35 PDUs with the PMI.

BUSINESS MANAGEMENT

Bryant's Professional Business Management courses offer a comprehensive look at management fundamentals. Choose the professional course or courses you need. Complete seven courses to earn your Business Management Certificate. These courses are offered online and also available as corporate sponsored programs.

HOW DO YOU WANT TO LEARN?



ONLINE



ONSITE
CORPORATE EDUCATION

Who Should Attend

Experienced managers who need a solid foundation in current business theory and practices. Medical, scientific, and bio-technical professionals seeking business and management skills. Technical professionals transitioning to management positions. Small business owners seeking a working knowledge of the management side of business.

For more information about the Business Management program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

NEW

All Business Management courses are offered online only.

CBM 402 INTERPERSONAL COMMUNICATION SKILLS Essential Tools for Effective Communication

Your communication skills are central to professional growth and leadership development. Whether you are persuading employees, informing your supervisor, or presenting ideas to a group of people, communicating well is the key to success. Participants will also learn to identify communication stumbling blocks that prevent them from getting what they want.

1.8 CEUs

KEY TOPICS

- Understanding and implementing the four parts of the communication process
- Improving active listening skills to build interpersonal relationships
- Recognizing the power of nonverbal communication
- Using a straightforward conflict resolution model to manage difficult people
- Learning the language of leadership to persuade and inspire others
- Developing credibility and trust as an authentic communicator

TUITION \$599*

Materials fee \$40

SCHEDULE

Online

“As a new manager, I found this course to be very helpful in establishing a decision-making process. It also provided strategies that will help me become more effective.”

Christopher Andrade
FM Global

CBM 414 LEADERSHIP EXCELLENCE *Discover the Leader in You*

According to author John Maxwell, “everything rises and falls on leadership.” This Leadership Excellence course is designed to draw upon the life experiences of participants to enhance their understanding of what is required to achieve their goals.

You will explore leadership by first looking inward and then taking an external view. Teaching strategies for this course include short lectures, problem solving and individual case studies. You will develop a leadership personal action plan as a capstone project. **1.8 CEUs**

KEY TOPICS

- Evolving concepts and models of leadership
- Management principles and how they differ from leadership
- Self: Core characteristic and actions of a strong leader
- Process: How effective leadership works and what styles to use
- Team: The important elements to lead others and develop leaders around you
- Leadership personal action plan capstone project

Upon completion, you will have learned the skills and concepts of successful leadership and be able to use your personal action plan as your road map toward successful leadership development.

TUITION \$599*

SCHEDULE

Online

CBM 434 RESULTS-BASED MANAGEMENT

Transform Mission to Action

To successfully achieve organizational goals we must develop our capabilities to see business from both the macro and micro perspective, develop environments where employees are motivated, access employees' capacities to achieve the organizational goals, provide development and meaning for employees, and identify those who are able to succeed. **1.8 CEUs**

KEY TOPICS

- Self-assessment – understanding where we are
- Developing and/or understanding the mission/vision
- Developing abilities, skills, and attitudes necessary for transformation
- Transforming the mission/vision into action
- Identifying those with the right stuff
- Measuring and evaluating success and failure

TUITION \$599*

Materials fee \$40

SCHEDULE

Online

CBM 435 EMOTIONAL INTELLIGENCE *Develop Your People Skills*

We all have different personalities, different wants and needs, and different ways of showing our emotions. Navigating through this takes tact and cleverness – especially if we hope to succeed in life. This is where emotional intelligence becomes important.

Skills in communication, teamwork, collaboration, self-control, handling pressure, dealing with conflict, and motivational leadership are essential to productivity and success in rapidly changing business environments.

1.8 CEUs

KEY TOPICS

- Emotional and social competence
- Emotional intelligence domains and associated competencies
- Emotional competence inventory
- The science behind emotional intelligence and emotional awareness
- Self-regulation, self-control, achievement drive, commitment, initiative, and optimism
- Empathy
- Collaboration, team cooperation, group IQ
- Generational divide, emotional intelligence skills, and age comparison

TUITION \$599*

SCHEDULE

Online

CBM 436 LEADERSHIP POWER AND PRESENCE

Build Your Circle of Influence

Most people are familiar with the term “power” but do not know how much power affects personal and professional interaction.

Participants will learn how power works and how to apply it in everyday situations. You will also learn how to enhance your own charisma, improve your ability to communicate persuasively, and boost your credibility with others. You will discover ways to build your circle of influence and to manage your presence with those around you.

1.8 CEUs

KEY TOPICS

- Explore the nature of power and the forms it can take in personal and professional settings
- Learn to become a more persuasive communicator and a person of action through the effective use of charisma
- Develop ethical strategies to build a circle of influence with others
- Recognize how impression management can impact your presence and credibility
- Master the challenges of organizational politics to achieve greater visibility and standing with those in power

TUITION \$599*

SCHEDULE

Online

CBM 437 FUNDAMENTALS OF PROJECT MANAGEMENT

Project Management Primer

This course teaches the basics of project management and introduces the theory and core methodology necessary to understand and participate on a project team. You will learn how to plan and manage a project initiative to stakeholder needs and expectations.

Working through case studies with real-world scenarios, you will interact with fellow students to learn and apply the methodologies of formal project management. **1.8 CEUs**

KEY TOPICS

- Create a Work Breakdown Structure describing your project
- Identify key stakeholders and develop plans for engagement
- Create a schedule with activities, duration, and interdependencies
- Delineate, assign, and accumulate resources and costs to the project
- Identify, assess, and plan for the mitigation of the project's risks
- Establish ground rules for team communications
- Identify the important project metrics to be captured, measured, and analyzed
- Relate Project Management methodology to project life cycles
- Understand behavior and communication in a project environment

TUITION \$599*

SCHEDULE

Online

CBM 403 ESSENTIAL FINANCIAL CONCEPTS

Fundamentals of Finance for the Non-financial Manager

Are you prepared to help manage your company's financial future? Do you understand how your departmental budget fits into the big picture? Can you read your company's financial statements and offer insight that contributes more to the bottom line?

Successful managers understand that finance is the language of business, and they have developed a degree of financial competence that allows them to make informed, intelligent management decisions and effectively communicate them. Making profit and loss decisions requires a solid grasp of budgeting, cash efficiency, and financial statements. This course will give you a working knowledge of what the numbers are really saying and the ability to speak confidently about matters of finance. **1.8 CEUs**

KEY TOPICS

- Basic concepts, terminology
- Key financial reports and how they relate to each other
- Balance sheet, income statement, statement of cash flows
- Planning and budgeting for success
- Measurement and analysis
- Communicating results
- Fraud and ethics

TUITION \$599*

SCHEDULE

Online

CBM 410 STRATEGIC FINANCIAL ANALYSIS

Data-Driven Decision Making

This course provides a comprehensive view of financial analysis. It is designed to increase your understanding of the financial implications of strategic decisions as well as methods of integrating a sound financial approach into all critical decision making.

In this intensive program, you will progress from the basics of reading financial statements to more advanced and sophisticated topics such as mergers and acquisitions, risk management, and value-based management. By learning the language of finance, you will significantly improve your ability to communicate with accounting and financial departments within your organization.

It is strongly recommended that you have an advanced level of knowledge and experience with finance and accounting. **1.8 CEUs**

KEY TOPICS

- Advanced financial ratios, time value of money, WACC, NPV, IRR, ROIC
- Starting a business and raising capital, issuing equity versus borrowing
- Capital markets analysis, equity valuation methods, ROR, risk measures, and diversification
- The economy, interest rates, inflation, bond market, and government policy
- Forms of competition and potential profitability/ financial impact
- The impact of economic indicators on consumer spending, growth, industry impact, and the effect on individual companies
- Primer on employer retirement plans and individual retirement issues

TUITION \$599*

SCHEDULE

Online



CBM 417 MANAGER AS COACH

Transform Your Management Skills

Through applied coaching strategies, managers can help their teams reach a higher level of effectiveness, engagement, and productivity.

This course will teach managers general principles for coaching effectiveness; how coaching is linked to motivation and engagement theories; practical strategies for engaging the coaching process; and will review experiential case examples to increase managers' competency in coaching. Learn and understand the seven steps of effective coaching and how you can transform your management skills to become a coaching manager. **1.8 CEUs**

KEY TOPICS

- What coaching is
- The ROI of coaching
- Understanding why managers need coaching skills in their toolbox
- The role of coaching in engagement
- Understanding motivation theories and the impact of coaching on motivation
- Understanding who can benefit from coaching
- When coaching is most and least effective
- Understanding typical coaching strategies for development: challenges and opportunities
- Understanding the role of personality, values, mindset, and emotions in the coaching process
- Steps of effective coaching
- Techniques of highly effective coaching managers

TUITION \$599*

Materials fee \$50

SCHEDULE

Online

 **CBM 430**
**INFLUENCE AND
NEGOTIATION****The Art and Science of Persuasion**

Whether you are allocating resources for a project or landing a big contract, negotiation skills are at the center of any transaction. Discover how to influence a decision by learning to implement persuasive communication techniques that will assist you in managing your staff, customers, and supervisors.

This course will teach and explain the basic concepts and skills to become an effective negotiator. Recognizing manipulative negotiation techniques, learning to manage emotions, and keeping the negotiation process on track will also be covered. **1.8 CEUs**

KEY TOPICS

- Preparation is key
- Establishing requirements (yours and theirs)
- Negotiation strategies and tactics
- Body language
- Establishing authority
- How to use concessions as a strength
- BATNA – Best Alternative to a Negotiated Agreement
- Closing the negotiation – it's not over 'til it's over
- Awareness of unethical tactics
- The negotiation matrix
- The preparation process
- The golden rules of negotiation

TUITION \$599***SCHEDULE****Online**
 **CBM 432**
CRITICAL THINKING**Tools and Techniques of
Problem Solving**

Successful organizations recognize that critical thinking and creative problem solving significantly enhance business potential. Critical thinkers can recognize and find workable means for dealing with issues. They use a variety of thinking styles, methodologies, and creative processes.

In this course, you will learn and apply key skills as a critical thinker and problem solver. You will learn to leverage your personal thinking preferences using tools and techniques based on cutting-edge technologies. **1.8 CEUs**

KEY TOPICS

- Systematically analyze a target problem
- Adapt to different thinking styles in group and team environments
- Gather and interpret pertinent information
- Evaluate arguments and evidence
- Understand opposing positions
- Draw reasonable conclusions and predict logical consequences
- Devise sensible alternatives and test the conclusions
- Draw final conclusions and set up action (or recommendations)
- Present your ideas clearly and concisely for maximum stakeholder buy-in
- Explore impact of your response and select appropriate technique(s)

TUITION \$599***SCHEDULE****Online**
 **CBM 433**
CUSTOMER SERVICE**Best Practices for Providing
"World-Class" Service**

In every product or service business, the customer drives the success or failure of an organization. You may offer the best product at the best price, but if your customer service is deficient you can forget about the long-term winning formula of repeat or referral business. The key to longevity is providing exceptional customer service along with great value. This course identifies the steps needed to take your customer service skills to a level that positively affects the bottom line. **1.8 CEUs**

KEY TOPICS

- Define "World-Class" customer service
- Identify internal and external customers
- Your critical role in customer relations/accountability
- What is the "Experience Economy," and what are Apple, Starbucks, and Disney doing successfully?
- Building relationships through trust and customer convenience
- Promoting the value of you and your organization/corporate culture
- Professional communication techniques
- Understanding customer "pain"/identifying and overcoming obstacles
- Service levels/rewarding VIP customers
- Record keeping/tracking customer interactions and transaction history
- Using social media and technology to connect with customers
- Determine your core customer service measures of success

TUITION \$599***SCHEDULE****Online**

*Some classes may require book purchase.

BUSINESS PROCESS MANAGEMENT

MANAGEMENT BY PROCESS

The Association of Business Process Management Professionals International (ABPMP) considers Business Process Management (BPM®) to be both a management discipline and a set of technologies that support managing by process.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONLINE



ONSITE
CORPORATE EDUCATION

BPM is a disciplined approach to identify, design, execute, document, measure, monitor, and control both automated and non-automated business processes to achieve consistent, targeted results aligned with an organization's strategic goals. BPM involves the deliberate, collaborative, and increasingly technology-aided definition, improvement, innovation, and management of end-to-end business processes that drive business results, create value, and enable an organization to meet its business objectives with more agility.

This course aligns with the ABPMP Common Body of Knowledge (BPM CBOK®) and is designed for individuals with a broad range of experience and expectations related to the subject of process-centric methods and approaches. It is an excellent foundation course for individuals new to process management and who need to gain practical insight regarding the alignment of business processes with enterprise strategic planning and goal setting.

KEY TOPICS

- Management discipline for continuous process improvement
- Structure and organization of process management within the enterprise
- Definitions of BPM concepts and terminologies
- Technologies used in process management
- BPM Lifecycle
- Critical success factors

If you are seeking certification, this is an excellent course for experienced process practitioners who are preparing to take the Certified Business Process Professional (CBPP®) exam. This course also carries PDUs and is designed to complement process-based methodologies, such as Six Sigma, Lean Techniques, Project Management, Business Analysis, Business Continuity Planning, Supply Chain Management, and ISO9000 Standards.

Current PMP® certified project managers who successfully complete the Business Process Management Certificate will also earn 35 PDUs, with the PMI.



BPM 102 BUSINESS PROCESS MANAGEMENT

3.5 CEUs/35 PDUs

TUITION \$3,895

SCHEDULE

Five Days

Monday through Friday
8:30 a.m. to 4 p.m.

Fall Session

November 16 – 20, 2015



BPM 400 BUSINESS PROCESS MANAGEMENT

Online Program

3.5 CEUs/35 PDUs

TUITION \$2,595

SCHEDULE

Online

For more information about the Business Process Management program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

NEW DIGITAL MEDIA STRATEGY

The Digital Media Strategy Certificate provides a comprehensive and strategic look at today's digital business environment. Participants will examine the key components of the web, how it functions, and how to gain traction. Learn how to leverage social media and understand the role of search and "big data."

HOW DO YOU WANT TO LEARN?



SESSIONS

1. Understanding the Internet's Impact on Your Business
2. Conducting an Effective Digital Inventory and Data Assessment
3. Creating a Strategic Digital Plan That Supports Your Business Goals
4. Transforming Negative Interactions Online into Business Success Stories
5. Building and Maintaining Engaged "Brand Advocates" Online to Support Your Business

Who Should Attend

This certificate is designed for digital media strategists/managers, digital media planners, social media coordinators, and sales, marketing, IT, risk/compliance, and HR professionals who see the web and online interactions as a critical tool and a valuable resource for their organizations. Digital Media Strategy is offered online and is available anytime.

NEW EDM 400 DIGITAL MEDIA STRATEGY

Online Program

3.0 CEUs

TUITION \$2,495

SCHEDULE

Online

For more information or to request the detailed syllabus for the Digital Media Strategy program, please contact:

Amy Grant
Assistant Director
Phone: (401) 232-6203
E-mail: agrants2@bryant.edu



“To succeed,
jump as quickly at opportunities
as you do at conclusions.”

— BENJAMIN FRANKLIN



NEW EMERGING LEADER

NEW OR ASPIRING MANAGERS AND SUPERVISORS

Bryant's new "Emerging Leader Certificate" program is a fast-track curriculum that helps aspiring supervisors and managers learn the core skills needed to motivate, delegate, communicate, problem solve, and achieve results from their team.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONSITE
CORPORATE EDUCATION

Courses are offered on campus or can be customized and delivered as a corporate sponsored program at your location.

This certificate is designed for participants who are transitioning into a managerial position, leading cross-functional teams, or need practical skills linked to organizational goals.



NEW EML 110 EMERGING LEADER CERTIFICATE

Boot Camp Day Program

3.0 CEUs

TUITION \$2,995

SCHEDULE

Five Days

9 a.m. to 4 p.m.

NEW Summer Session 2015

Monday through Friday

August 3 – August 7, 2015

NEW Fall Session 2015

Saturdays

September 26 – November 7, 2015

9/26, 10/3, 10/17, 10/24, 11/7

2016 Spring Session

Monday through Friday

February 29 – March 4, 2016

2016 Summer Session

Monday through Friday

June 20 – 24, 2016

SESSION ONE

Principles of Management

Management 101

A manager is expected to do more than just get the job done. Organizations need leaders – people who can delegate, reach, inspire, manage, and coach employees. In the new economy, where value comes increasingly from the knowledge of people, organizations look to their managers, not just to assign tasks, but to define a purpose for employees. Managers must organize workers not just to maximize efficiency, but to nurture skills, develop talent, and inspire results.

KEY TOPICS

- What is management?
- Management vs. Leadership
- Task-oriented behavior associated with management



SESSION TWO

Emotional Intelligence

How to Raise Your EQ

Emotional intelligence (EQ) is the ability to identify, use, understand, and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict. Emotional intelligence affects many different aspects of your daily life, such as the way you behave and the way you interact with others.

If you have high emotional intelligence, you are able to recognize your own emotional state as well as the emotional states of others. You are also able to engage with people in a way that draws them to you. You can use this understanding of emotions to relate better to other people, form healthier relationships, achieve greater success at work, and lead a more fulfilling life.

KEY TOPICS

- **Self-awareness** – You recognize your own emotions and how they affect your thoughts and behavior, know your strengths and weaknesses, and have self-confidence.
- **Self-management** – You're able to control impulsive feelings and behavior, manage your emotions in healthy ways, take initiative, follow through on commitments, and adapt to changing circumstances.
- **Social awareness** – You can understand the emotions, needs, and concerns of other people, pick up on emotional cues, feel comfortable socially, and recognize the power dynamics in a group or organization.
- **Relationship management** – You know how to develop and maintain good relationships, communicate clearly, inspire and influence others, work well in a team, and manage conflict.

SESSION THREE

Communication Skills

Clear Concise Interpersonal Communications

Developing a powerful linguistic style as well as learning how to minimize the barriers to active listening are key leadership qualities. In this session you will learn how to develop the “people side” of management. We will also examine techniques for dealing with difficult people, giving quality feedback and understanding the differences in generational communication patterns. You will learn how to be a more effective communicator, overcome barriers to good listening, and provide a deeper insight into how your personal behavioral styles affect the way you communicate with others.

KEY TOPICS

- Components of the communication process
- Active listening
- Barriers to active listening
- Verbal/nonverbal patterns of communication
- How to give feedback
- Dealing with difficult people
- Generational differences in communication patterns

SESSION FOUR**Building Effective Teams***The Power of Working Together*

Every good manager knows the importance of developing and building teams. Great teams are energizing and productive, delivering breakthrough results. When a team is effective, each member understands how to contribute in ways that go above and beyond what any individual could accomplish alone. Even the best teams, with the most well intentioned colleagues, can encounter problems that hinder their collective accomplishments.

You will learn how a work group differs from a “true” team, what elements are required in order for a team to succeed, and how a good manager can foster teamwork using basic coaching and motivational principles. We will explore strategies and facilitation techniques for building great teams and creating successful team dynamics. You will learn how to develop skills that enhance communication and trust, and align team members around shared goals so they can effectively plan, communicate, execute, and deliver.

KEY TOPICS

- What is a team?
- Differences between a team and work group
- Elements of an effective team
- How to foster teamwork
- Motivational and coaching principles

SESSION FIVE**Ethics***Principles of Right Conduct*

Many managers struggle with how to handle difficult business dilemmas. Ethics is at the forefront of every major decision that managers make, in part because unethical behavior creates legal risks and damage to businesses as well as employees and consumers. Managers who are well versed in business ethics will find they will be best prepared to deal with issues or situations that may arise.

This course provides an introduction to the concept of values, morality, as well as cultural beliefs in business. Decisions made by supervisors, managers, or corporate presidents may affect thousands of individuals or entire communities. Customers expect and demand integrity, honesty, and transparency in all levels of their environment.

KEY TOPICS

- What is Ethics?
- Ethical vs. unethical business behavior
- How to make good ethical decisions
- Understanding organizational culture
- Social responsibility in business

SESSION SIX**Building Powerful Relationships***The Art of Understanding Others*

In business, the right reputation is everything. A good manager needs to be seen as credible and trustworthy in order to be professionally successful. In this session, participants will learn how to enhance their own position and personal power, build strong relationships, and become more persuasive and influential with others.

People with high Practical Intelligence (PI) deal with problems more effectively and make better decisions with logic and tact. This ability can become a key life skill that when applied, can help you make better decisions, consider options, and possibilities. It can also help you to articulate problems clearly, work through to better solutions, and make suggestions that influence others.

KEY TOPICS

- The concept of power
- Using personal power and position power
- Building credibility and a circle of influence
- Developing charisma
- Practical intelligence (PI)

For more information about the Emerging Leader program, please contact:

Amy Grant
Assistant Director
Phone: (401) 232-6203
E-mail: agrants2@bryant.edu

NEW EVENT MANAGEMENT

The Event Management Certificate program is based on industry best practices relating to the Event Management Body of Knowledge (EMBOK) and aligns with the content outline of the International Special Events Society (ISES) Certified Special Events Professional (CSEP) designation. Our interactive online learning environment allows for engagement with industry professionals, demonstration of comprehension, and application of learning through real life scenarios and case studies.

HOW DO YOU WANT TO LEARN?



ONLINE



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CORPORATE EDUCATION

The certificate consists of five courses. Upon successful completion participants will earn a certificate in Event Management. This program provides comprehensive training in the fundamentals of event management.

Who Should Attend

Individuals who are seeking a career change, current professionals who desire to improve or increase their knowledge with formal training, or professionals tasked with producing events in their current job.

NEW EVM 401 FOUNDATIONS OF EVENT PLANNING

Foundations of Event Planning examines the many skills event planners are called on to use during the process of executing an event. The course will also examine some common types of events that require the skills of a professional planner and the process of resource, vendor and staff management. **2.4 CEUs**

KEY TOPICS

- Initial Client Meeting
- Selection process: materials and vendors
- Budgeting for your event elements
- Negotiation and contracts
- Evaluation measures

NEW EVM 402 EVENT MARKETING

Event Marketing examines all aspects of the marketing mix related to successfully marketing an event. The course will explore various marketing tools – from the traditional to the emerging – to successfully promote an event. It will also cover the role of marketing in the event life cycle, demonstrating the best use of marketing tactics while using evaluation techniques to measure a successful outcome. **2.4 CEUs**

KEY TOPICS

- Introduction to Event Marketing
- Integration – the 5 W's of Event Marketing
- Promotional Tools to Drive Event Success
- Marketing Design
- Funding the Event Marketing Program
- Marketing Strategies – *Print*
- Marketing Strategies – *Web-based*
- Marketing Your Event Business
- Evaluation Techniques

NEW

**EVM 403****EVENT DESIGN AND DECOR**

The role of an event planner and manager requires a keen eye for design while factoring in the logistical and risk implications. Event Design and Decor will examine the process of identifying client needs and preferences, researching design options and creating unique decor elements to support the events goals and objectives. Students will learn how to explore the design phase of the event planning process using internal and external team members.

2.4 CEUs**KEY TOPICS**

- Event Design Basics
- Site Selection
- Event Layout and Fulfillment – *Planning and event space schematics*
- Event Layout and Fulfillment – *Designing the space*
- Design Elements – *The finer details*
- Decorating with Flowers and Plants
- Budgeting for the Event Design Elements
- Coordinating the Design Process

NEW

**EVM 404****EVENT PRODUCTION AND LOGISTICS**

Event Production and Logistics will cover the many steps a planner must take to ensure the event goals and objectives are reached in a creative, unique and successful manner using lighting, staging, audiovisual, and entertainment elements. This course will cover tools, resources, and planning techniques used in event production and examine the logistical steps needed to create and meet planning schedules. Other topics include catering, transportation, and ancillary programs. **2.4 CEUs**

KEY TOPICS

- Introduction to Production and Logistics
- Event Space Considerations
- Tenting
- Event Technology – *Audio-visual, lighting, sounds, special effects*
- Entertainment
- Other Logistical Considerations – *Transportation, guest services, ancillary programs*
- Catering and Cuisine
- Coordinating the Production Process



NEW  **EVM 405**

EVENT MANAGEMENT AND LEADERSHIP

Whether working in a large hotel, for an event planning firm, or starting a business – an event professional is called upon to use a variety of skills to successfully manage a team. In Event Management and Leadership, students will gain insight into the skills needed to be successful in a leadership role. This course will also examine the responsibility of event leaders to address environmental issues (Green Events), ethics, risk analysis, and quality of events (Service Management). **2.4 CEUs**

KEY TOPICS

- Event Management – *Managing your event team*
- Business Management – *Entrepreneurship*
- Financial Management
- Vendor and Contract Management
- Risk Analysis and Management
- Event Management Technology
- Service Management and Hospitality
- Green Events and Event Sustainability

Complete all five courses to earn your certificate in Event Planning.

Upon successful completion of this Certificate Program you will be eligible for 12 CEUs that may be applied toward the CMP (Certified Meeting Professional) designation issued by the Convention Industry Council (CIC). The program is ISES-approved and honored with Best Industry Contribution by the International Special Events Society.

TUITION \$2,995

INDIVIDUAL COURSES \$699

SCHEDULE

Online



For more information about the Event Management program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

JILL S. MORAN

CSEP Instructor and Founder of Special Events Institute

Ms. Moran is a Certified Special Events Professional (CSEP) and an active member both locally and internationally in the International Special Events Society (ISES.) She is a past president of ISES New England and has served on various international committees. Her educational initiatives have included speaking engagements at numerous professional conferences, colleges and universities, and the development of an online educational program to offer solid training to event professionals worldwide. She has published two books, *How to Start a Home-based Event Planning Business* and *How to Start a Home-based Wedding Planning Business*, both of which won ESPRIT awards from the International Special Events Society for “Best Industry Contribution.”

Jill has been featured in industry publications as well as television programming. A 20-year veteran of the special events industry, she is a four-time nominee and a three-time recipient of the event industry ESPRIT award. She holds a BS in Education from the University of Connecticut and has completed master level coursework at the University of Connecticut, Babson College, and Arizona State University.

FINANCIAL PLANNING

EARN YOUR CFP® DESIGNATION

Bryant University's Certificate Program in Financial Planning provides the knowledge and expertise required to deliver full-service financial guidance. Designed with the working professional in mind, this comprehensive program provides the tools and information necessary to assist clients in accumulating, conserving, and transferring personal wealth to achieve their goals. Our CFP® Board registered program satisfies the educational requirements to earn the CFP® designation upon passing the exam.

HOW DO YOU WANT TO LEARN?



ONLINE



ONSITE
CORPORATE EDUCATION

BRYANT UNIVERSITY ONLINE CERTIFICATE IN FINANCIAL PLANNING MISSION STATEMENT

Our mission is to deliver a “best of breed” online curriculum which will lead to robust knowledge and a high pass rate on the CFP® certification examination. This mission is accomplished with a strong respect for our professional students and focuses on:

- Competitive cost
- Time flexibility
- Multi-level support from expert instructors
- Maximum learning efficiency to minimize time to completion

“I passed the CFP exam the first time around. I really owe it to you and the team there at Bryant University.”

Shelly Murasko
CFP

Bryant's focus on overall educational excellence extends beyond its industry-leading curriculum for CFP® certification. We pair our highly regarded curriculum with a faculty that is equally well regarded.

The Bryant University Online Certificate in Financial Planning was meticulously engineered to ensure efficient, clear content delivery. The streamlined content is broken into ideal size segments that enhance long-term memory retention.

THE PROGRAM CONSISTS OF SEVEN COURSES:

- Introduction to Financial Planning
- Insurance Planning and Risk Management
- Investment Planning
- Tax Planning
- Retirement Planning and Employee Benefits
- Estate Planning
- Financial Planning Capstone Course

Becoming a CERTIFIED FINANCIAL PLANNER™ Professional is now easier and faster. By adding the extremely popular accelerated and instructor-led virtual classroom to Bryant University's online Financial Planning Certificate core curriculum, you can complete your education requirement in just twelve months.

The virtual classroom schedule is synched with each CFP® Board exam date to reduce the gap between study and exam taking. Minimizing this time gap ensures that the content remains fresh which helps to improve testing outcome. Upon program completion, a student will have time to take a review course to further improve his or her preparation for the upcoming exam.

ENROLL TODAY

For more information about the Financial Planning program, please contact us at (800) 329-4996 or enrollment@bostonifi.com

HEALTHCARE QUALITY

LEAN SIX SIGMA + RADICAL CHANGE + PROJECT MANAGEMENT = TRANSFORMATIONAL HEALTHCARE

Healthcare is a basic human need and some have argued that the system does not deliver equivalent value for the money, resulting in an industry that is under intense pressure to address these concerns.

HOW DO YOU WANT TO LEARN?



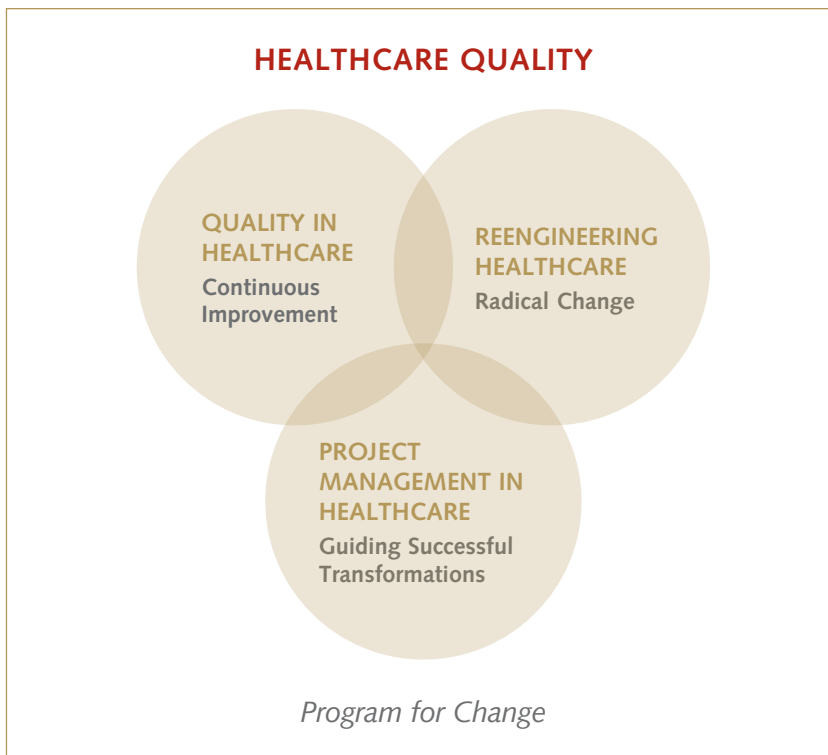
Quality in healthcare is top of mind for many CEO's and Hospital Administrators. You need only to read the newspaper to be reminded that performing the right procedure on the wrong part of the body is not only damaging to their reputation, but also leads to costly multi-million dollar lawsuits. The key players in the healthcare cycle and centric to the patient are physicians, payers, facilities and products. They all contribute to the constant pressure of a system that is not sustainable and needs to be fixed.

Bryant's Healthcare Quality

Professional Certificate is designed to facilitate the transformation of healthcare by learning and applying tools and techniques to improve, measure and manage quality. It is intended to create positive improvement results designed to reduce medical errors and associated costs in order to facilitate change.

Bryant's professional certificate directly supports Healthcare Transformation offering these three areas of focus to address the critical deficiencies within the current healthcare delivery system model.

- The need for the timely identification and removal of medical errors and waste
- End to end assessment and re-construction through radical change of key medical delivery processes
- The need to understand and recognize the value of structured planning and execution of healthcare initiatives utilizing project management best practices including stakeholder and requirements analysis



This Certificate Program consists of three sections:

- **QUALITY IN HEALTHCARE:** *Continuous Improvement*
- **REENGINEERING HEALTHCARE:** *Radical Change of Key Clinical Delivery Processes*
- **PROJECT MANAGEMENT IN HEALTHCARE:** *Guiding Successful Transformations*

QUALITY IN HEALTHCARE

Six Sigma and Lean Thinking

This section teaches the current best practices of Six Sigma and Lean Thinking to healthcare applications. Healthcare examples and case studies dominate all discussions and exercises.

Six Sigma tools and techniques focus on the **reduction of errors** while Lean Thinking focuses on **increasing the speed of completion** through the **elimination of waste**.

Quality as a management discipline centers around continuous improvement realized through incremental improvement initiatives (projects).

REENGINEERING HEALTHCARE

Radical Change

Reengineering is a method of improvement that employs **radical change** versus **incremental change**. In this section we address the application of the original reengineering concepts to healthcare needs. Assessment techniques and rebuilding (end to end) is critical to a successful reengineering process. The course is centered on healthcare applications and case studies utilizing reengineering practices.

PROJECT MANAGEMENT IN HEALTHCARE

Guiding Successful Transformations

This section builds upon a basic overview of project management and progresses to the application of how to successfully manage projects using the key steps to scope, plan, manage and close out a healthcare initiative. Clinical and non-clinical projects are discussed and followed in the context of current Project Management best practices. Quality and reengineering projects are also considered project initiatives.

EARN AND LEARN ONLINE

Earn your professional certificate. Learn online, anytime when the time is right for you and at your own pace. Your instructor as your virtual coach will guide you – creating an interactive and integrated collaborative learning environment.

Who Should Attend?

If you are a medical professional or provide support to the medical profession as a Business or Practice Manager, Healthcare Consultant, Hospital Administrator, Healthcare Professional or a Healthcare Process Improvement Team member.

EHQ 400 HEALTHCARE QUALITY

4.2 CEUs/21 PDU's

TUITION \$2,095

SCHEDULE

Online

For more information about the Healthcare Quality program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu



HUMAN RESOURCES MANAGEMENT

THE STRATEGIC ROLE OF HUMAN RESOURCES

In today's organizations, human resources professionals need to think of themselves as strategic partners and contribute to the development and accomplishment of the organization-wide business plan and objectives.

Bryant's HR Certificate program provides an educational model that aligns with the SHRM-CP™ and SHRM-SCP™ designation of the Society for Human Resource Management (SHRM).

HOW DO YOU WANT TO LEARN?



ON CAMPUS EVENINGS



ONLINE



ONSITE
CORPORATE EDUCATION

BRYANT'S HUMAN RESOURCES MANAGEMENT PROGRAM FEATURES:

- A cohesive educational model teaching best practices that are current and relevant
- A competency-based program designed for either the experienced HR individual or professionals who seek to transition to a career in HR
- Experienced faculty who are practitioners and share real-world examples
- A program based on adult learning methodologies in an interactive and dynamic learning environment
- The opportunity to interact and network with peers in the HR field

Who Should Attend

Professionals with varying levels of experience. Practicing HR professionals can increase their value within their organizations by fine-tuning existing skills and learning new practices. Practitioners new to the HR function, or individuals who are responsible for the HR function as part of their current responsibilities, can enroll in the Human Resources Management Program, and take a first step toward a successful and fulfilling career.

INDIVIDUAL COURSES OR CERTIFICATE PROGRAM

Complete six courses to earn your Certificate in Human Resources Management, or select the courses you need to develop specific skills.

ONLINE, ON CAMPUS, OR BLENDED

You may choose to take classes on campus or online on your own time, or use a blended approach, combining on-campus with online courses.

“I would not have been able to take part in a Bryant University program, if it weren't for the online option. As a Bryant alumnus, I appreciate being able to benefit from additional educational opportunities through my alma mater. Bryant's e-Learning system was a great learning experience. I was able to learn at my own pace and to study at a distance.”

David Spidle
Mercer

IN-CLASS OFFERINGS AT A GLANCE

Fall 2015

HRM 112
Employee and Labor Relations

HRM 107
Performance Management

HRM 139*
Human Resources Management
Exam Prep

**in-class only*

Winter 2016

HRM 115
Policies and Procedures

HRM 102
Recruiting, Selection, and Retention

HRM 139*
Human Resources Management
Exam Prep

Spring 2016

HRM 103
Introduction to Benefits
and Compensation

HRM 101
Human Resource Management
and the Law

 **HRM 101**
**HUMAN RESOURCE
MANAGEMENT AND
THE LAW**

Employment Laws and Trends

Human resource practitioners, supervisors, and managers will benefit from this broad overview of the employment laws and trends that impact HR management.

Discuss practical human resources issues and gain new ideas and methods to address them. **2.4 CEUs**

KEY TOPICS

- Pay equity
- National Labor Relations Act
- ADA, EEO, and Affirmative Action
- OSHA
- Sexual discrimination prevention
- Union organizational strategies

TUITION \$699*

SCHEDULE

Eight classes
Tuesday, 6 to 9 p.m.
April 26 – June 14, 2016

 **HRM 401**

SCHEDULE
Online

 **HRM 102**
**RECRUITING, SELECTION,
AND RETENTION**

Analysis of Current Methods

This course is designed for the inexperienced person who wants a solid understanding of the employment and selection process and the more experienced HR generalist in search of new recruiting strategies to enhance employment management skills. The class format includes an in-depth analysis of current recruiting methods with a focus on the practical application of the course material. **2.4 CEUs**

KEY TOPICS

- Developing a detailed recruiting plan
- Establishing hiring criteria based on needed competencies
- Identifying internal and external recruiting sources
- Marketing your organization to potential applicants
- Selection procedures including interviewing, testing, and reference checks
- Overview of employment related laws

TUITION \$699*

SCHEDULE

Eight classes
Monday, 6 to 9 p.m.
February 1 – March 28, 2016
No class February 15

 **HRM 402**

SCHEDULE
Online

 **HRM 103**
**INTRODUCTION TO BENEFITS
AND COMPENSATION**

**Developing, Maintaining,
and Managing Plans**

The challenge of developing, maintaining, and managing benefits and compensation plans is a critical and costly function for business.

The objective of this course is to provide a basic understanding of these plans including terminology, compliance, communication, administration, and outsourcing. **2.4 CEUs**

KEY TOPICS

- Benefits – plan objectives and design issues
- Disability, vacation, holidays
- Federal/state regulations compliance: ERISA, COBRA, HIPAA, FMLA
- Strategic compensation policy development
- Job analysis, evaluation, pricing, and pay structures

TUITION \$699*

SCHEDULE

Eight classes
Wednesday, 6 to 9 p.m.
April 27 – June 15, 2016

 **HRM 403**

SCHEDULE
Online

*Some classes may require book purchase.



HRM 107

PERFORMANCE MANAGEMENT

A Critical Factor for Business Success

Performance management is a critical factor for business success. It is the process of ensuring that what people accomplish at work supports the goals and values of the larger organization and contributes to the bottom line – profitability and productivity. Human resources professionals and managers responsible for implementing or managing performance management and planning will benefit from this course.

A comprehensive overview of the performance management process will be outlined with a dedicated focus on enhancing subject matter knowledge, skills, and building practical application of course materials into business scenarios.

2.4 CEUs

KEY TOPICS

- Organizational approaches to performance management and types of performance appraisal programs
- Implementing and managing the performance management program guides, systems, tools, and training
- Performance evaluation including documenting performance and the planning and writing of the performance appraisal
- Linking performance to traditional financial and non-financial incentives

TUITION \$699*

SCHEDULE

Eight classes

Thursday, 6 to 9 p.m.

October 1 – November 19, 2015



HRM 407

SCHEDULE

Online



HRM 115

POLICIES AND PROCEDURES

Business Guidelines for Employees and Managers

Policies and procedures outline how business is conducted within an organization by providing guidelines for both employees and managers. Policies and procedures can assist a company to grow and prosper or restrict growth and perpetuate ineffective practices.

The objective of this course is to understand how to draft an employee manual according to the needs of an organization. The development of well-defined employment policies and procedures is the hallmark of great employee relations. **2.4 CEUs**

KEY TOPICS

- Pros and cons of an employee policies and procedures manual
- The uses of company policies as they relate to employee activities and employment related matters
- Decisions on whether or not to have a policy
- Steps for creating policies, establishing uniform, well-defined standards
- Reducing the risk of employee lawsuits and complying with state and federal law
- Enhancing the workplace culture through policies and procedures

Upon completion, you will understand how to create an employee manual with clear policies and procedures that meet the specific needs of your organization.

TUITION \$699*

SCHEDULE

Eight classes

Tuesday, 6 to 9 p.m.

February 9 – March 29, 2016



HRM 415

SCHEDULE

Online

“The course informs you in detail about the Human Resources field, so you are better prepared. It also helps you develop a road map for passing the Human Resources Exam.”

Abraham Gaye



HRM 112

EMPLOYEE AND LABOR RELATIONS

Review of Key Legislation

Employee and Labor Relations is one of the most comprehensive areas of study in the Human Resources field.

This introductory course will include a review of key legislation that impacts the employee in the workplace, the history of employee rights, and the development of legislation affecting collective bargaining in the United States.

We will study communication in the workplace on an individual level and in a team environment and discover what makes a great workplace. From the culture of the work environment to the methods of performance management, this course introduces students to the psychological and environmental factors that impact workplace relationships. From the selection of potential employees to sitting at the bargaining table with a collective bargaining unit, we will look at best practices for positive workplace relationships.

What makes a great leader? What are successful negotiating skills and ways to maintain great union/management relations? How can we become an employer of choice? Students will be exposed to a variety of solutions along with resources to use throughout their career, whether it be in the HR field or in any other workplace role. **2.4 CEUs**

KEY TOPICS

- Legislation affecting employees in the workplace
- Psychological and environmental factors affecting the workplace today
- Communication
- Effective leadership and performance management
- Best practices for great workplaces
- The history of unionization and legislation
- The collective bargaining agreement
- Negotiation and conflict resolution

Upon completion, you will understand the similarities and differences in the union and non-union environment, as well as the appropriate solutions based on best-practices models.

TUITION \$699*

SCHEDULE

Eight classes

Wednesday, 6 to 9 p.m.

September 30 – November 18, 2015



HRM 422

SCHEDULE

Online



HRM 400

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Overview of HR Skills and Disciplines

Required for HR Certificate

This course is an introduction to a career in human resources and is a required course for certificate eligibility. It provides a general overview of the various skills and disciplines human resource professionals use in their positions. Learn the latest programs, policies, and procedures to improve employee productivity and effectiveness, and assure legal compliance. Identify cost-saving HR practices and discover how to position yourself as a key member of the HR management team. **2.4 CEUs**

KEY TOPICS

- Compensation and benefits
- Legal compliance
- Staffing, training, and development
- Performance appraisals
- HR information systems

TUITION \$699*

SCHEDULE


Online

“This course gave me great insights and tools that I could use at work the very same week!”

Erin Langlois

Alex and Ani

*Some classes may require book purchase.



“Human Resources isn’t a thing we do.
It’s the thing that
runs our business.”

– STEVE WYNN, WYNN LAS VEGAS

HRM 411 DESIGN AND DELIVER EFFECTIVE TRAINING

Building a Strong Training Function

Created for people with various levels of experience, this program follows a logical, step-by-step approach to building a stronger training function regardless of the size of your training organization. You will learn how to analyze training needs, design a program, enhance your instruction skills for effective delivery, and how to measure and interpret the results.

This program is appropriate for any training organization – whether it's a human resources department, a separate entity in the company, or an independent consulting firm.

2.4 CEUs

KEY TOPICS

- Analyzing training needs
- Aligning training programs with your company's strategic goals
- Designing and developing training
- Choosing training methods most appropriate to your training style and the learning style of your participants
- Conducting training
- Evaluating training
- Measuring return on investment (ROI)
- Marketing the training function

Upon completion, you will understand how to assess and develop effective training programs for your organization, department, or client. You will also learn how to measure the impact of training that is consistent with the goals and profitability of the organization or department.

TUITION \$699*

SCHEDULE

Online

*Some classes may require book purchase.

HRM 413 ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT

Enhancing the Effectiveness of an Organization

Organizational and Employee Development (OED) addresses the process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions to provide members with the skills to meet current and future job demands, as well as other aspects of leadership and skills development.

This transformation is accomplished through analyzing, developing, implementing, and evaluating OED programs that address employee training and development, change management opportunities, and meet the unique needs of particular employee groups.

In this course, you will have the opportunity to analyze workforce issues to ensure that the organizational development solution meets the particular needs of a business unit. These solutions can take the form of strategic team building sessions, changes in work or job design, and other OED programs. **2.4 CEUs**

KEY TOPICS

- The role of organizational development (OD) in an organization's effectiveness
- Strategic HR planning and facilitating change management processes
- Organizational structures and job designs
- The role of the HRD practitioner, manager, and recipients in an OD intervention
- The four types of OD interventions
- Evaluating the effectiveness of OD initiatives
- Workforce management, workforce development, and succession planning
- Organizational and cultural transformation

Upon completion, you will understand how talent can be effectively managed in any organization – large or small.

TUITION \$699*

SCHEDULE

Online

10%

**DISCOUNT FOR RI
SHRM MEMBERS ON HR
CERTIFICATE CLASSES**

www.ri.shrm.org

May not be combined with other discounts.

HRM 414

STRATEGIC HUMAN RESOURCES MANAGEMENT

HR Business Partner Structure

Human resources can enhance its value to the organization when it functions strategically and is a partner to both management and employees.

This program is intended to provide human resources professionals and managers with the essential skills, and a framework, to effectively lead their teams, and ensure that quality human resources services are provided to all key constituencies. Additionally, the course will discuss and review the primary issues that human resource departments are facing today. **2.4 CEUs**

KEY TOPICS

- Leading human resources and the HR business partner structure
- Attracting and hiring quality talent
- Increasing employee engagement and turning strategic plans into action
- Leading mergers and acquisitions
- Managing change and organizational culture
- Implementing an effective employee relations strategy

Upon completion of the course, participants will have a stronger understanding of human resources management and be better able to provide valued services to their organization.

TUITION \$699*

SCHEDULE

Online

For more information on these designations visit the SHRM website at www.shrm.org.

“I didn’t realize how traditional my Human Resource experiences had been until I took this course. I feel motivated to take my career to the next level and work on becoming a strategic partner within my organization.”

Tom McMullen

Ocean State Job Lot



TAKE THE NEXT STEP!**HUMAN RESOURCE MANAGEMENT EXAM PREP**

Prepare for the **NEW SHRM Certified Professional (SHRM-CP™)** and **SHRM Senior Certified Professional (SHRM-SCP™)**

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™).

Achieving the SHRM-CP™ or SHRM-SCP™ certification from the Society for Human Resource Management (SHRM) can set you apart from your peers and demonstrate your commitment to your field as a human resource professional.

Ensure that you're prepared with Bryant's HR Management Exam Preparation course designed for those seeking SHRM certification. Expand and test your knowledge and practical, real-life competencies in areas critical for HR success.

This intensive 13-week course combines expert instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge, and stay on track for success on the exam.

Offered in partnership with the Society for Human Resource Management (SHRM), the curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge™ (SHRM BoCK™) which encourages HR professionals to acquire the competencies and knowledge they'll need to effectively perform their jobs and achieve career success.

TUITION \$1,250

Includes SHRM Learning System with online tools

SCHEDULE

Thirteen Classes
6 to 9 p.m.

Fall Session

Tuesday
September 22 – December 15, 2015

Winter Session

Thursday
February 11 – May 5, 2016

\$100

**DISCOUNT FOR
SHRM MEMBERS ON
SHRM-CP™/SHRM-SCP™
EXAM PREP**

www.shrm.org

May not be combined with other discounts.



All of Bryant's Executive Development Center Human Resources classes are approved for SHRM-CP™, or SHRM-SCP™ recertification credits.

This program has been approved for recertification credit hours through SHRM. For more information about certification or recertification; please visit the SHRM homepage at www.shrm.org.

For more information about the Human Resources Management program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu



NEW LEADERSHIP MASTERY

ADVANCED SKILL-BUILDING FOR LEADERSHIP SUCCESS

This certificate program provides a comprehensive study of the senior leadership skills required today, providing the participants with an opportunity to examine those skills through a practical business lens. Key topics are rooted in business fundamentals supplemented with the best practices of some of today's top leaders.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONLINE



ONSITE
CORPORATE EDUCATION

This certificate program is designed for high potential and mid-level managers who are ready for the next level of leadership and are seeking career advancement or for professionals who have been targeted by their organizations for future executive leadership positions.

NEW **ELM 101** LEADERSHIP MASTERY

Day Program

3.0 CEUs

TUITION \$2,995

SCHEDULE

Five Weeks: One day per week

Fridays

9 a.m. to 4 p.m.

Spring Session

April 15 – May 13, 2016

NEW **ELM 102** LEADERSHIP MASTERY

Boot Camp Day Program

3.0 CEUs

TUITION \$2,995

SCHEDULE

Five Days

Monday through Friday

9 a.m. to 4 p.m.

Fall Session

October 19 – October 23, 2015

Summer Session

July 18 – July 22, 2016

NEW **ELM 400**

SCHEDULE

Online

SESSION ONE

Effective Interpersonal Communication Skills

Critical Skills for Effective Leadership

Organizations today are complex and often highly dispersed. Teams comprised of employees and contractors are the norm and everyone relies on technology to stay connected. Communicating in this environment is extremely difficult. Yet the professional who can do it effectively has an instant edge.

KEY TOPICS

- Review the basics of communications and message processing
- Identify the importance of the audience and the role of stakeholders in communication
- Craft messages that support your identified communication objectives
- Choose the appropriate communication channel to deliver your message effectively
- Assess ways technology may change communication
- Assess the effectiveness of your communication
- Explore ways you can turn a negative communication situation into a positive business outcome

SESSION TWO**Strategic Planning/Strategic Direction***Achieving High Impact Results*

If you want to achieve dynamic results in a fast-paced business environment, you need a plan. Effective strategic planning helps you create a logical, deliberate operating path for your team. It also gives you a better framework for budgeting, resource allocation, and team accountability. Plus it helps you set-up meaningful milestones to demonstrate progress to your boss.

KEY TOPICS

- Understanding the difference between strategic thinking and tactical execution
- Learning best practices for aligning strategic plans with business objectives
- Creating executable tactics that advance the strategic plan
- Communicating plan requirements to key stakeholders
- Evaluating plan execution and re-directing as necessary
- Engaging in proactive resource allocation and accurate budget development
- Holding employees accountable to plan requirements
- Communicating plan progress and benchmark achievements to senior management

**SESSION THREE****Metrics and Big Data***Tools to Support Critical Business Decisions*

There is a lot of talk about “big data” today. Metrics are everywhere as more and more information is captured online. Developing the ability to evaluate data and discern which metrics are meaningful to support sound planning and leadership decisions is tricky because of the sheer volume of information available. It’s very easy to focus on the quantity rather than the quality.

KEY TOPICS

- Understanding the difference between helpful and unhelpful data
- Deciphering your company’s financial goals to build strong budgets
- Using data to assess your progress toward your business goals
- Evaluating the data you currently use to determine its efficacy
- Using data to identify early-stage trends that can give you a business advantage
- Building reports that allow you to communicate your team’s achievements to your boss

“Inventories can be managed
but people must be led.”

– ROSS PEROT

LEADERSHIP MASTERY
AT THE EXECUTIVE DEVELOPMENT CENTER

SESSION FOUR

How to Develop Political Savvy

Advance Your Career, Advocate Effectively for Your Team

Every organization has politics. Recognizing the political “rules” and acquiring the skill to exert influence within your organization helps you secure and maintain critical resources for your team. It also helps you advance your career and the careers of your most talented people. Since most of these rules are unwritten, it takes time/skill to uncover them and use them effectively.

KEY TOPICS

- Identifying the indicators of power within an organization
- Understanding the power of a strategic network to influence an outcome
- Understanding the role of mentors and advocates in career advancement – for yourself and your team
- Identifying the key steps needed to create an effective powerbase of your own
- Learning how to turn a negative situation into a positive business outcome

SESSION FIVE

Motivational Leadership

How to Engage Your Employees

Employee engagement is the lowest it’s been in years. Teams are required to do more with less and many companies are using temporary workers to fill the gaps. Creating team cohesion and providing motivational leadership in these situations takes real skill.

KEY TOPICS

- Establishing a positive tone with a new team
- Discovering techniques to help your team to achieve its potential
- Maximizing your team’s capabilities through goal setting and constructive feedback
- Delivering motivating performance reviews
- Setting stretch goals using SMART techniques
- Creating opportunities for peer-to-peer mentoring
- Turning a negative situation into a positive business outcome

For more information about the Leadership Mastery program, please contact:

Amy Grant

Assistant Director

Phone: (401) 232-6203

E-mail: agrants2@bryant.edu

MICROSOFT® TOOLS CERTIFICATE

Technology has become the backbone of almost every industry and knowledge of the essentials skills of MS Office has become a prerequisite for any employment as a foundation for computer knowledge. And yet many adults lack the formal training for these essential Microsoft applications. From the basic to the more advanced courses – you can now learn these skills online, from the comfort of your own home, at your convenience with the benefit of a virtual coach.

HOW DO YOU WANT TO LEARN?



ONLINE



ONSITE
CORPORATE EDUCATION

MS 401

MICROSOFT® ACCESS

Design, Create, and Manage Databases

Understand how Access databases work. Learn how to store, organize, and manipulate large collections of information about customers, employees, students, activities, inventories, etc. in an electronic database. **0.6 CEUs**

Included in the course are helpful handouts filled with shortcuts, step-by-step instructions, and tips.

TUITION \$299

SCHEDULE

Online

MS 402

MICROSOFT® EXCEL BASIC

Design Basic Spreadsheets

Learn all the basics in crunching numbers and maintaining lists in the world's most popular and dynamic electronic spreadsheet program. **0.6 CEUs**

Included in the course are helpful handouts filled with shortcuts, step-by-step instructions, and tips.

TUITION \$299

SCHEDULE

Online

MS 403

MICROSOFT® EXCEL ADVANCED

Design, Create, and Manage Advanced Spreadsheets

Learn how to apply complex mathematical functions and maintain databases. Knowledge of all basic Excel features is required. **0.6 CEUs**

Included in the course are helpful handouts filled with shortcuts, step-by-step instructions, and tips.

TUITION \$299

SCHEDULE

Online

MS 404

MICROSOFT® POWERPOINT

Design, Create, and Enhance Presentations

Build dynamic slide presentations using the world's most popular presentation software. Learn presentation techniques in the process, as well as shortcuts and tips for creating effective handouts to support your slides. **0.6 CEUs**

Included in the course are helpful handouts filled with shortcuts, step-by-step instructions, and tips.

TUITION \$299

SCHEDULE

Online

MS 405

MICROSOFT® WORD

Basic Word Processing Skills

Streamline your use of Word Processing and create more dynamic documents, reports, newsletters, and announcements. **0.6 CEUs**

Included in the course are helpful handouts filled with shortcuts, step-by-step instructions, and tips.

TUITION \$299

SCHEDULE

Online

For more information about the Microsoft® Tools Certificate program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

PORTFOLIO MANAGEMENT

PfMP® CERTIFICATION

The Value of Strategic Governance of Multiple Projects: Portfolio management is a discipline that enables executive management to meet organizational strategy and objectives through efficient decision making in projects, programs, and operations. In this program you will learn various tools, techniques, and strategies for ensuring that the organization is investing in the right projects, providing the right resources, and completing them at the right time.

HOW DO YOU WANT TO LEARN?



This course aligns with the Portfolio Management Standard (3rd Edition) published by the PMI® (Project Management Institute) and designed to prepare for the PfMP® (Portfolio Management Professional) certification.

Beginning with a decidedly strategic focus, the course brings together the key technical components of Portfolio Management along with the elements of communication and decision making, to enable portfolio value maximization. The impact of risk and uncertainty to the quantification of Project, Program, and Portfolio value is also addressed.

Who Should Attend

Professionals who plan to pursue PfMP® Certification, manager or member of a Project Management Office (PMO) and are charged with ensuring the success of multiple projects or PMP's, or seeking to advance your Project Management career. This program also satisfies PDUs toward your PMI® Continuing Certification Requirements (CCR's). **2.1 CEUs**



PMC 475 PORTFOLIO MANAGEMENT CERTIFICATE

KEY TOPICS

- Optimizing outcomes when faced with limited resources
- Evaluating existing projects against new projects while managing a dynamic pipeline in which projects are constantly added, closed out, and re-scoped
- Applying statistical techniques to portfolio evaluation and optimization
- Linking Strategic Planning and Project Management
- Designing metrics that both demonstrate and drive portfolio benefits realization

TUITION \$2,245

SCHEDULE

Online

For more information about the Portfolio Management program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

PROJECT MANAGEMENT

Prepare for Project Management Professional (PMP®) Certification, Certified Associate in Project Management (CAPM®) Certification, or the NEW Agile Certified Practitioner (PMI-ACP®) Certification

As a Global Registered Education Provider (REP), we deliver a Project Management Institute (PMI) accredited certificate program that trains project leaders for the Project Management Professional (PMP) certification, the Certified Associate in Project Management (CAPM) certification, or the Agile Certified Practitioner (PMI-ACP) certification.

HOW DO YOU WANT TO LEARN?



ON CAMPUS
DAYS OR EVENINGS



ONLINE



ONSITE
CORPORATE EDUCATION

PMI APPROVED

Taught by PMI-certified PMP instructors, our Project Management Certificate program is based on the PMI's PMBOK® methodology.

Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) Certification

Upon completion of this program, you will have mastered the tools and techniques to enhance your project management skills, earn a Certificate in Project Management, and with our additional online, post-training PMP Exam Prep course, be prepared to sit for the PMP or CAPM exam. The Project Management Exam Prep is available online at no additional charge to participants who earn the Bryant Project Management Certificate.

This course is appropriate for experienced project managers and those new to the field. It is designed for individuals with varying background and experience. We focus on the Project Management Body of Knowledge (PMBOK®) and organizational strategies related to a typical project management environment.

Completion of this course along with a specified self-study program has proven adequate preparation for the PMI's PMP® or CAPM® certification exams. You will also have access to our online PMP Exam Prep for up to four weeks at no additional fee. Access will be provided to you at your request any time post-training.

COURSE OBJECTIVES

- Create a Work Breakdown Structure describing your project
- Create a schedule with activities, duration, and interdependencies
- Delineate, assign, and accumulate resources and costs to the project
- Identify, assess, and plan for the mitigation of the project's risks
- Understand basic contract types and their ramifications
- Establish ground rules for team communications
- Identify the important project metrics to be captured, measured, and analyzed
- Relate Project Management methodology to project life cycles
- Understand customer requirements
- Understand the human side of the project management environment
- Understand different behavior and their individual impact on project success
- Understand process management
- Understand how to prepare for the PMP® or CAPM® Exam

"I was looking to expand my knowledge base and that is exactly what this course provided. I believe I am a more capable project manager."

Alisha Newton

 **PMC 100**
PROJECT MANAGEMENT

Evening Program

3.5 CEUs/35 PDUs

TUITION \$3,895

Includes the PMP exam prep

SCHEDULE

Six Weeks

Two evenings per week
6 to 9 p.m.

Fall Session

Tuesday and Thursday
October 13 – November 19, 2015

Winter Session

Monday and Wednesday
February 22 – March 30, 2016

Spring Session

Monday and Wednesday
May 16 – June 27, 2016
No Class May 30

 **PMC 102**
PROJECT MANAGEMENT

Boot Camp Day Program

3.5 CEUs/35 PDUs

TUITION \$3,895

Includes the PMP exam prep

SCHEDULE

Five Days

Monday through Friday
8:30 a.m. to 4 p.m.

Fall Session I

October 19 – October 23, 2015

Fall Session II

December 7 – December 11, 2015

Winter Session

March 7 – March 11, 2016

Spring Session

May 16 – May 20, 2016

Summer Session

July 18 – July 22, 2016

 **PMC 400**
PROJECT MANAGEMENT

Online Program

3.5 CEUs/35 PDUs

TUITION \$2,695

Includes the PMP exam prep

SCHEDULE

Online

 **PMC 401**
PROJECT MANAGEMENT
EXAM PREP

Prepare for PMP/CAPM
Certification

This is an online review of the PMBOK, covering all nine knowledge areas and five processes as well as test-taking strategies and techniques, practice questions, and best-answer strategies. Each participant will develop a personal action plan to ensure success when taking the PMP or CAPM exam.

TUITION \$299

Free upon successful completion
of our Project Management
Certificate program

SCHEDULE

Online



Prepare for ACP Certification

PMC 450 AGILE PROJECT MANAGEMENT

**Agile Certified Practitioner
(PMI-ACP®)**

Agile Project Management is an iterative approach to planning and guiding project processes. The primary benefit of Agile Project Management is the ability to respond to issues as they arise. The demonstrated benefits associated with Agile can lead to a decrease in product defects, improved team productivity, and increased delivery of business value.

The PMI-ACP recognizes Agile principles, practices, and tools and techniques used across Agile methodologies.

This course focuses on the six (6) Domain/Task Areas, Tools and Techniques, and Knowledge and Skills. Our three-day program will satisfy the educational requirements and prepare you for the PMI Agile Certified Practitioner (PMI-ACP) certification.

2.1 CEUs/21 PDUs

This program is designed for project management professionals* who currently use or have an interest in implementing Agile practices, or sitting for the PMI Agile Certified Practitioner examination.

**Prior Project Management experience encouraged as this course is designed to build upon your current Project Management skills and how to apply them to Agile projects.*

TUITION \$2,245

SCHEDULE

Online

“After taking this course, I am well prepared to meet the daily challenges in my role as a Project Manager. I am also well prepared for the PMP certification exam.”

George Clark
Citizens Bank

PROJECT MANAGEMENT CERTIFICATION

PMP and CAPM Certification

PROJECT MANAGEMENT PROFESSIONAL (PMP)

Many companies require Project Management Professional (PMP) certification for employment or career advancement. The PMP designation is the most globally recognized and respected credential in the project management field.

To earn the PMP designation you must satisfy educational and experiential requirements, pass a rigorous exam, and adhere to a professional code of conduct. Bryant University provides the educational contact hours required to apply for certification.

Those who wish to pursue the PMP or CAPM designation must sit for the PMP or CAPM Exam administered by the Project Management Institute (PMI). As a PMI Global Registered Education Provider (REP)*, our program is compliant with the PMI's Project Management Body of Knowledge (PMBOK) and allows us to provide the required 35 Professional Development Units (PDUs), a prerequisite to taking the exam. Please visit www.pmi.org for more details about the exam.

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)

The CAPM designation is for entry level project managers and project team members. The CAPM is a starting point for new project managers who wish to earn an industry-recognized credential. To earn the designation, you must demonstrate the appropriate education, as provided by the EDC, pass an exam, and adhere to a professional code of conduct.



**Bryant University is a Global Registered Education Provider (REP) of the Project Management Institute (PMI). To find out more about the Project Management Institute visit www.pmi.org.*

“PMI” and “PMBOK” are registered trademarks and “PMP” and “CAPM” are registered certification marks of the Project Management Institute, Inc. registered in the United States and other nations.

“Everyone needs
deadlines.”

– WALT DISNEY

PROJECT MANAGEMENT
AT THE EXECUTIVE DEVELOPMENT CENTER



Complement Your Project Management Training

Learn one of the most widely used project management software tools, MS Project. This software application assists project managers in planning, resource allocation and tracking, and budget management and analysis.

PMC 480

INTRODUCTION TO MICROSOFT® PROJECT

Effective, Efficient Tool for Project Management

Microsoft Project is a powerful tool that can help users manage projects more efficiently and keep their businesses on track. Participants will learn how to input a blueprint of their projects and automatically generate completion dates, charts, and reports. They will create and modify a project plan containing a work breakdown structure of tasks, durations, resources (including people, equipment, and money), and a project calendar. **0.6 CEUs**

Upon completion, participants will know how to use the power of Microsoft Project to break projects into manageable parts, build project schedules and plans, track progress, and generate reports.

TUITION \$299

SCHEDULE

Online

PROJECT MANAGEMENT AND BUSINESS ANALYST

A Strategic Combination

Business analyst training complements our project management training as both disciplines are critical to a project's success. Project managers and business analysts each possess unique skills and knowledge that, when used together, result in highly successful projects.

Current PMP® certified project managers who successfully complete the Business Analyst Certificate will also earn 35 PDUs, with the PMI.

See pages 11-12 for more information about Bryant's Business Analyst program.

For more information about the Project Management program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

MASTER'S CERTIFICATE IN PROJECT MANAGEMENT

EARN PROFESSIONAL DEVELOPMENT UNITS (PDUS) WHILE UPGRADING YOUR PROJECT MANAGEMENT EDUCATION

The Master's Certificate in Project Management allows you to advance your career in project management, and accrue PDUs to maintain your PMP designation. This certificate program, available online or onsite, allows the flexibility working professionals need to gain skills and earn PDU credits on their own schedule.

HOW DO YOU WANT TO LEARN?



ONLINE



ONSITE
CORPORATE EDUCATION

Complete single courses to supplement your current skills, or complete any six courses to earn your Master's Certificate in Project Management.

This certificate program provides Continuing Education Units (CEUs) and Professional Development Units (PDUs) as approved by the PMI.

10%

DISCOUNT WHEN YOU REGISTER FOR ALL SIX COURSES AT THE START OF YOUR PROGRAM

May not be combined with other discounts.

For more information about the Master's Certificate in Project Management program, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

Project Management Master's Certificate Courses



PMC 403 RISK MANAGEMENT

This course is designed to provide an advanced in-depth study of risk management as it applies to modern project management practices. Participants will have the opportunity to explore and understand the various levels and types of risk that are an expected part of any project life cycle. **1.2 CEUs/12 PDUs**

TUITION \$599

SCHEDULE
Online



PMC 404 CUSTOMER REQUIREMENTS

This course is designed to provide leading-edge tools and techniques used to define and document stakeholder requirements. Participants will learn how to interpret and validate requirements as a method of minimizing scope creep and changes during the project life cycle. **1.2 CEUs/12 PDUs**

TUITION \$599

SCHEDULE
Online



PMC 405 PROCUREMENT FOR PROJECTS

This course is designed to teach project managers the basic principles and techniques needed to effectively prepare and award contracts. Participants will also learn to administer and manage contracts awarded.

1.2 CEUs/12 PDUs

TUITION \$599

SCHEDULE
Online



PMC 406 ESTIMATING

This course teaches participants to develop an accurate estimate of the resources, timing, and derived costs required to complete the project's scope of work. The dynamics of change to a project, the progressive clarification of the project scope, and the combined impact on estimating activities will be covered. **1.2 CEUs/12 PDUs**

TUITION \$599

SCHEDULE
Online

PMC 408 PROJECT MANAGEMENT OFFICE

Participants learn how to define, plan, and implement a Project Management Office (PMO) at the enterprise or departmental level.

This course will also explain how to establish project management standards and how to advocate and promote the project management discipline through tools, techniques, training, and if required, PM staffing.

1.2 CEUs/12 PDUs

TUITION \$599

SCHEDULE

Online

PMC 410 PROGRAM MANAGEMENT

This course helps you perfect the techniques required to effectively manage multiple projects. Learn to manage multiple teams of professionals working with executive level stakeholders. Special emphasis will be placed on cultivating and successfully implementing senior-level management techniques, complementing Six Sigma Master Black Belt program responsibilities.

1.8 CEUs/18 PDUs

TUITION \$765

SCHEDULE

Online

PMC 411 THE HUMAN SIDE OF PROJECTS

The most important part of project management is to know how to successfully manage the people involved with the project, including stakeholders who are directly or indirectly involved. Managing relationships – getting people aligned intellectually, emotionally, and psychologically is equally as important as managing the technical aspects.

This course was designed for those individuals who manage projects and need to understand and manage the human side of the project to be effective in that leadership role.

1.2 CEUs/12 PDUs

This course also applies to those who manage a single task or a complex new initiative in both traditional and emerging environments such as the Agile practices of project management.

TUITION \$599

Materials Fee \$30

SCHEDULE

Online

CORPORATE PARTNERSHIPS



JIM ZITO, PMP
PMO Practice Leader
Senior Project Manager
Lighthouse Computer Services

I knew firsthand the power of the Executive Development Center at Bryant University from when I pursued my PMP (Project Management Professional) certification in 2005. Five of us sat for the PMP exam afterward and all passed the exam. That's one sure way to measure success!

So when my new employer, Lighthouse Computer Services, appointed me director of a Program Management Office and tasked me with charting a professional development roadmap for my new team, I knew where to turn.

Because of the additional attention Bryant University provides to its students, success is imminent!

The Bryant training consultants were able to present the material using practical applications in step with our business cases. The staff and instructor were extremely knowledgeable. They were there every step of the way throughout the course, and long afterward, to answer any questions and ensure the material was understood.

“Working in a Global PMO and Project Management Center of Expertise, this course provided me with new skills and understanding of the relationship between a PMO and the strategy of the global organization.”

Andrea Cirelli

John Hancock

SIX SIGMA

EXCELLENCE IN PROCESS AND PERFORMANCE

Lean Six Sigma consulting and training programs at Bryant's Executive Development Center apply to all business categories – from manufacturing to financial services to healthcare and nonprofit organizations – regardless of size.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONLINE



ONSITE
CORPORATE EDUCATION

The combination of Lean Thinking and Six Sigma tools, known as Lean Six Sigma, will help you identify and solve problems directly related to the operational efficiency and profitability of your business.

HOW SIX SIGMA WORKS

The Six Sigma process reviews and evaluates existing processes to identify areas for incremental improvement. Utilizing data-driven decision making, you will reduce errors, increase efficiencies, and drive the bottom line.

HOW SIX SIGMA BENEFITS YOUR COMPANY

Six Sigma leads to improved business processes, resulting in greater customer satisfaction and increased profitability.

LEARN SIX SIGMA ONLINE

You Choose When to Learn

These online programs consist of a series of one-hour modules of online instruction with up to two hours of offline study per module. You can access your program any time – from home, the office, or the road.

Virtual Coach

Telephone and e-mail contact allows you to communicate with your instructor for guidance and assistance for staying on track.

Additional Consulting Service

One-to-one consulting to ensure project acceptance is available. We recommend three to six sessions with our Master Black Belt.

For more information about one-to-one consulting, please contact:

Paul Dacey
Assistant Director
Phone: (401) 232-6204
E-mail: pdacey@bryant.edu

SIG 402

YELLOW BELT CERTIFICATE

This course is designed for prospective and current Six Sigma team members who need fundamental knowledge of the overall process.

This course will provide a broad understanding of the Six Sigma process improvement methodology, concepts, and language, along with a complete toolbox of basic process improvement methods used for Six Sigma.

The certified Yellow Belt individual can develop process maps to support Six Sigma projects, participate as a team member, and assist in identifying processes that will benefit from improvement projects.

1.5 CEUs/15 PDUs

TUITION \$995

SCHEDULE

Online

“This course exceeded my expectations. It is by far, the best option for Lean Six Sigma Green Belt education.”

Michael Mikaelian

EARN PDUs AND GAIN ANOTHER CREDENTIAL

Current PMP® certified project managers can enhance their project management skills, prepare for the Green and/or Black Belt certification, and earn 35 of the 60 PDUs needed to satisfy the certification requirements of the PMI. Bryant's Six Sigma Green and Black Belt programs are approved by the PMI to award 35 PDUs per course.



SIG 103

GREEN BELT CERTIFICATE

Boot Camp Day Program

This course provides a solid foundation in Lean Thinking and Six Sigma philosophies. There is rapid and extensive exposure to Lean Six Sigma tools.

As a Green Belt, you will know how to successfully deploy Six Sigma techniques to lead small-scale improvement projects within your respective area. Green Belts focus on gathering data and executing experiments that support the Black Belt's effectiveness.

This course will provide the training required to certify an individual to Six Sigma Green Belt status. The successful completion of a work project reviewed by our Six Sigma Black Belt team will result in certification. **3.5 CEUs/35 PDU**s

TUITION \$3,895

SCHEDULE

Five Days

Monday through Friday
8:30 a.m. to 4 p.m.

Fall Session

November 2 – November 6, 2015

Spring Session

April 18 – April 22, 2016



SIG 403

GREEN BELT CERTIFICATE

TUITION \$2,495

SCHEDULE

Online

“This Six Sigma course provided me with valuable techniques that I will use to further my career, and increase my marketability. It was one of the best online courses I have ever taken.”

Todd Leveillee, CVS Health



SIG 404

BLACK BELT CERTIFICATE

This online course is designed for individuals who wish to grasp complex problem solving concepts and acquire specific analytical tools. Instruction emphasizes application of skills to your real-world project. Black Belts focus on Six Sigma projects at an enterprise level.

This online course will provide the training required to certify an individual to Six Sigma Black Belt status. The successful completion of a work project reviewed by our Six Sigma Black Belt team will result in certification. Bryant University Green Belt Certificate program, or equivalent training and/or experience, is a prerequisite for the Black Belt Certificate program. **3.5 CEUs/35 PDU**s

TUITION \$2,495

SCHEDULE

Online

GREEN OR BLACK BELT CERTIFICATION

Green or Black Belt certification will be awarded based upon successfully applying Lean Six Sigma principles to a project. Green or Black Belt candidates submit projects for review and approval to Black Belt instructors.

TUITION \$250

Includes project templates and review

For more information about the Six Sigma program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

CORPORATE PARTNERSHIPS



MICHELLE DESAULNIERS, CPLP
Training Manager
Taco, Inc.

*Taco's leadership team realized that strong project management skills were necessary to ensure our continued success in the HVAC markets across the country and around the world. Bryant University's program was geared to meet that need. The faculty members who facilitated the program are experts in the Project Management field. After they met with us to discuss **our specific needs** for the class, I knew that we were in excellent and capable hands.*

*Working with the staff at Bryant's Executive Development Center has been effortless. Our classes ran smoothly and successfully due to their attention to detail and commitment to providing first-rate customer service. Bryant offers an incredible variety of programs that are especially meaningful in today's competitive corporate environment. Investing in our employees' development helps Taco retain valued employees and attract first-rate talent which give us a distinct and unique advantage in the marketplace. Bryant's Corporate Education program has quickly become a **key business partner** in helping us to secure that advantage.*

SUPPLY CHAIN MANAGEMENT

Supply chain management creates net value and builds a competitive infrastructure that results in leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally. The benefit of an effective supply chain management program is to reduce operating costs and improve customer service to become more profitable.

HOW DO YOU WANT TO LEARN?



ON CAMPUS DAYS



ONLINE



ONSITE
CORPORATE EDUCATION

Supply chain management training will benefit those in purchasing and logistics, buyers and inventory specialists, materials planners and analysts, and transportation coordinators and analysts. Professionals and consultants seeking to add new supply chain management skills, as well as those seeking to take on new roles and responsibilities, will benefit from this training.

SUPPLY CHAIN MANAGEMENT CERTIFICATE

Strong Links for Success

The concept of supply chain management is based on the premise that practically every product that reaches an end user represents the cumulative effort of multiple organizations. These organizations are referred to collectively as the supply chain. Supply chain activities cover everything from product development, sourcing, production span functions, and logistics, as well as the information systems needed to coordinate these activities.

This course will provide comprehensive study of the concepts, processes, and strategies used in the development and management of global supply chains. Supply chain management (SCM) is a systems approach to managing the entire flow of information, materials, and services from raw material suppliers through factories and warehouses to the final end-customer. Specific topics include global supply chain management, procurement, electronic commerce, information technologies, and logistics activities.



“If everyone is moving forward together,
then success takes care of itself.” – HENRY FORD



SUPPLY CHAIN MANAGEMENT AT THE EXECUTIVE DEVELOPMENT CENTER

KEY TOPICS

- How to use general concepts of process mapping and analysis
- The general concepts of supply chain management
- The processes involved in supply chain management
- How to develop and manage efficient and effective global supply chains
- How technology and information systems work to leverage competitive advantage in the marketplace



SCM 102

SUPPLY CHAIN MANAGEMENT

Boot Camp Day Program

3.5 CEUs

TUITION \$3,895

SCHEDULE

Five Days

Monday through Friday

8:30 a.m. to 4 p.m.

Fall Session

November 9 – November 13, 2015

Spring Session

April 11 – April 15, 2016



SCM 400

SUPPLY CHAIN MANAGEMENT

Online Program

4.5 CEUs

TUITION \$2,495

SCHEDULE

Online

For more information about
the Supply Chain Management
program, please contact:

Paul Dacey

Assistant Director

Phone: (401) 232-6204

E-mail: pdacey@bryant.edu

“I found the resources and online activities to be highly informative. They gave me the opportunity to relate to real-world situations that made my learning much more interesting and engaging.”

Janna Silva
Citizens Bank

NEW VIRTUAL TEAMS

HOW TO LEAD, MANAGE, AND ACHIEVE TOP PRODUCTIVITY IN REMOTE, DISPERSED TEAMS

In today's virtual environment more people work in complex, often global business situations where their employees, colleagues, and supervisors work in separate physical locations. How will Leaders and Remote Workers overcome the physical barriers to successfully lead others and manage themselves?

HOW DO YOU WANT TO LEARN?



In these certificate programs, we will examine the unique skills required to achieve high productivity and positive business results while working in teams at a distance.

Attend our Virtual Team Leader Certificate, designed for managers of remote workers, or our Virtual Team Professional Certificate, designed specifically for the remote worker.



NEW EVT 400 VIRTUAL TEAM LEADER CERTIFICATE

How to Successfully Manage Your Remote Workers

This one-of-a-kind program provides a comprehensive look at the leadership skills required when some or all of your team is virtual. Participants will examine those skills through a practical business lens. Topics covered are not theoretical; rather they are rooted in business fundamentals supplemented with the best practices of some of today's top leaders.

SESSIONS

1. How to manage a high performing virtual team
2. Developing effective interpersonal communication skills for managing virtual teams
3. Creating cohesion and a positive, collaborative culture in virtual teams
4. How to create meaningful career paths and develop high achievers within your virtual teams
5. Developing political savvy to advance your career and advocate effectively when you and your team work virtually

Who Should Attend

High potential and mid-level managers responsible for managing remote workers/teams and/or individuals seeking career advancement by learning how to successfully manage a geographically dispersed team.

3.0 CEUs

TUITION \$2,495

SCHEDULE

Online

“The internet is becoming the town square for the
global village of tomorrow.”

– BILL GATES

VIRTUAL TEAMS AT THE EXECUTIVE DEVELOPMENT CENTER

NEW **EVT 420**

VIRTUAL TEAM PROFESSIONAL CERTIFICATE

Successful Skills for Today's Remote Worker

This course is designed for professionals who work outside a traditional office and want to learn how to build their professional skills and advance their careers within their organizations.

This one-of-a-kind course provides a practical look at the skills required for effective virtual work. We provide the participants with hands-on opportunities to examine those skills through a practical business lens. Topics covered are not theoretical; rather they are rooted in business fundamentals supplemented with the best practices of some of today's top leaders.

SESSIONS

1. Beyond working from home:
The realities and opportunities open to you in today's virtual work world
2. Planning your work day
for top productivity and efficiency while maintaining work/life balance
3. Developing effective interpersonal communication skills for high performing virtual professionals
4. Creating collaborative relationships and a strategic network that works for you
5. Leading a virtual project team to success and productivity

Who Should Attend

Virtual, remote professionals who wish to enhance their skills for career advancement. If you work outside a traditional office setting, collaborate with colleagues from a distance, or want to learn how to be more effective, efficient, and visible in the virtual workspace, this is the program for you. **3.0 CEUs**

TUITION \$2,495

SCHEDULE

Online

For more information or to request the detailed syllabi for the Virtual Teams Certificate programs, please contact:

Amy Grant
Assistant Director
Phone: (401) 232-6203
E-mail: agrant2@bryant.edu

GENERAL INFORMATION

REGISTER

Telephone: (401) 232-6200

E-mail: edc@bryant.edu

Fax: (401) 232-6704

Online: edc.bryant.edu

PAYMENT POLICY

Payment is required at the time of registration. Confirmation of registration will be issued when payment is received. The Executive Development Center accepts cash, checks, company purchase orders, MasterCard, Visa, and American Express. Participants using tuition reimbursement, educational loans, or government financing should contact the program manager for approval.

TUITION ASSISTANCE

Tuition cost may be covered by your company's tuition assistance program. Consult your human resources department for more information. All Executive Development Center courses are EdAssist, Edcor, and EdLink approved.



GRANTS AND ALTERNATIVE FUNDING SOURCES

Workforce Development and Training: Government Assisted Funding

The Executive Development Center is an educational partner for workforce development and training with the Department of Labor and Training (DLT) in support of the Workforce Investment Act (WIA). This initiative is administered by the Department of Labor and Training and is designed to serve individuals who are unemployed or underemployed.



Individuals

WIA Grant: Government assistance is available for qualified displaced workers through an application process with the Department of Labor and Training via the netWORKri offices that are located throughout the state. Please check our website for details or contact our office.

Grant Funding for Companies

Bryant's EDC team can assist you with your grant application for corporate-sponsored employee training programs. Contact us today for details: Telephone: (401) 232-6200 or E-mail: edc@bryant.edu

Companies that contribute to the Rhode Island Job Development Fund are encouraged to apply for grants designed to fund corporate-sponsored training, available through the Governor's Workforce Board. Please check our EDC website for release dates or contact Amy Grant (401) 232-6203 or Lauren Soares (401) 232-6322 for additional information or assistance.

10%

**DISCOUNT FOR VETERANS
AND BRYANT ALUMNI –
CONTACT US TODAY
FOR DETAILS.**

Telephone: (401) 232-6200

E-mail: edc@bryant.edu

*May not be combined with
other discounts.*



CERTIFICATE AWARDS

Completion of a course will count toward only one certificate program. You may not count any one course toward two or more certificate programs. If you have already completed a certificate program, are interested in earning another and have concerns about overlapping courses, please contact the program manager directly.

CANCELLATION POLICY

On-Campus Courses

Requests for cancellation must be made in writing. E-mail to a program manager and/or coordinator is acceptable. A 100 percent refund will be issued if cancellation is received on or before 15 business days prior to the start date of the course. If cancellation is received within the 15 business days, you must contact the program manager to transfer your registration to a future course which will be valid for one year. If you are unable to attend your paid on-campus course, we will accept a substitute in your place. Books are non-refundable and non-returnable for any/all of our programs and will be charged accordingly.

Online Courses

There are no refunds for online programs. You must complete your online program within 12 months of your paid registration. Books are non-refundable and non-returnable for any/all of our programs and will be charged accordingly.

PARKING AND DIRECTIONS

Parking passes are issued on the first day of class. Parking passes must be displayed on all vehicles parked on campus. For directions, visit edc.bryant.edu.

LIBRARY INFORMATION

The Douglas and Judith Krupp Library is located in the George E. Bello Center for Information and Technology. The library is available to Executive Development Center students with a student ID. For more information and hours, visit our website or call (401) 232-6125.

BOOKSTORE INFORMATION

Call (401) 232-6240 or visit bryant.bkstr.com.

The University reserves the right to change days, dates, and instructors as needed. All programs in this catalog are held on the Bryant University campus unless otherwise noted.

Benefits and Compensation, Introduction to	34	Leadership Excellence	17
Black Belt Certificate and Certification	53	Leadership Power and Presence	18
Business Analyst	11-12	Leadership Mastery	41-43
Business Analyst (CBAP/CCBA) Exam Preparation	12	Manager as Coach	19
Business Analytics	13-14	Microsoft Access	44
Business Continuity Planning	15	Microsoft Excel Advanced	44
Business Management	16-20	Microsoft Excel Basic	44
Business Process Management	21	Microsoft PowerPoint	44
Communication Skills, Interpersonal	16	Microsoft Project, Introduction to	49
SHRM-CP™/SHRM-SCP™ Certification	40	Microsoft Tools Certificate	44
Critical Thinking	20	Microsoft Word	44
Customer Requirements	50	Mini-MBA Certificate	10
Customer Service	20	Organizational and Employee Development	38
Design and Deliver Effective Training	38	Performance Management	35
Digital Media Strategy	22-23	Policies and Procedures	35
Emerging Leader	24-26	Portfolio Management	45
Emotional Intelligence	17	Procurement for Projects	50
Employee and Labor Relations, Introduction to	36	Program Management	51
Estimating	50	Project Management	46-51
Event Design and Decor	28	Project Management, Agile	48
Event Management	27-29	Project Management, Fundamentals of	18
Event Management and Leadership	29	Project Management, Master's Certificate	50-51
Event Marketing	27	Project Management Office	51
Event Planning, Foundations of	27	Project Management (PMP/CAPM) Exam Preparation	47
Event Production and Logistics	28	Projects, The Human Side of	51
Financial Analysis, Strategic	19	Recruiting, Selection, and Retention	34
Financial Concepts, Essential	18	Results-Based Management	17
Financial Planning	30	Risk Management	50
Green Belt Certificate and Certification	53	Six Sigma	52-53
Healthcare Quality Certificate	31-32	Strategic Human Resources Management	39
Human Resource Management and the Law	34	Supply Chain Management Certificate	54-55
Human Resource Management Exam Preparation	40	Virtual Team Leader	56
Human Resource Management, Introduction to	36	Virtual Team Professional	57
Human Resources Management	33-40	Virtual Teams	56-57
Influence and Negotiation	20	Yellow Belt Certificate	52



CORPORATE PARTNERSHIPS

AMONG THE MOST REQUESTED CUSTOMIZED CORPORATE PROGRAMS ARE:

- Business Analysis
- Business Analytics
- Communication Skills
- Critical Thinking
- Customer Service
- Digital Media Strategy
- Emerging Leader
- Interpersonal Communication Skills
- Leadership Mastery
- Managing Remote Teams
- Management Skills
- Performance Management
- Presentation Skills
- Professional Business Writing
- Project Management
- Six Sigma and Lean Practices
- Team Building
- Virtual Team Leader/Professional

> CONNECT WITH US

Bryant University
Executive Development Center

edc.bryant.edu

(401) 232-6200



Executive Development Center

1150 DOUGLAS PIKE
SMITHFIELD, RI 02917
(401) 232-6200
EDC.BRYANT.EDU

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