UW-Superior
Continuing Education
Professional Development | Certificates | Workshops
Conferences | Small Business Development
OUR PROMISE

The University of Wisconsin-Superior’s Center for Continuing Education is committed to providing relevant and accessible programs for our community members. We work in partnership with area business, individuals, and organizations to create relevant and beneficial programming. Together, we have developed a full range of lifelong learning programs to help individuals attain a good quality of life, assist the community in developing and retaining a quality workforce, and provide relevant and engaging learning opportunities for all.

Thank you for joining us on this lifelong learning path!

Sincerely, Kathryn and the whole Center for Continuing Education team

Kathryn Guimond
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Have a program idea? Share your ideas on our Facebook page: @uwsupercontinuingeducation

OUR VALUES

Listen and respond to our communities’ lifelong learning needs.

Embrace learning and personal growth.

Deliver high-quality and meaningful programming, using data to inform and assess our programs.

Practice joy, humor, compassion and dedication.

Respect and value the contributions we each bring.

CANCELATION POLICY: The Center for Continuing Education strives to maintain scheduled programming. However, if minimum enrollment is not met ten (10) business days prior to the start of a program, we may need to cancel or reschedule that program. There also may be times when a program needs to be cancelled or rescheduled due to weather, instructor illness or other unavoidable circumstances. Whether cancelled or rescheduled, you will be notified ASAP and your full fee will be refunded or applied to the rescheduled event, as you prefer.
## Calendar at a Glance

### July
- **NEW!** Certificate In Person-Centered Care: Reducing Isolation and Loneliness... 7/10/2019
- **NEW!** Recognizing the Adverse Health Effects of Isolation and Loneliness... 7/10/2019
- **NEW!** Using Structured Reminiscence and Life Review to Increase Social Connections... 7/24/2019

### August
- **NEW!** Summer Academy for an Independent Life... 8/5/2019
- **NEW!** Increasing Function and Purpose to Reduce Isolation and Loneliness... 8/7/2019
- **NEW!** Engaging Creative Expression to Build Social Connections and Improve Health... 8/21/2019
- **NEW!** Mental Health First Aid - Ashland... 8/26/2019

### September
- Mediation Certificate... 9/4/2019
- Paralegal Certificate... 9/4/2019
- Criminal Justice Paralegal Certificate... 9/4/2019
- Certificate in Ethical Leadership... 9/4/2019
- **NEW!** Substance Abuse Counselor Program... 9/4/2019
- **NEW!** First Steps to Starting a Small Business... 9/10/2019
- **NEW!** First Steps to Food Production... 9/16/2019
- **NEW!** Isolation and Loneliness in Life's Transitions... 9/18/2019
- Entrepreneurial Training Program - Hayward... 9/24/2019
- Entrepreneurial Training Program - Superior... 9/25/2019
- Entrepreneurial Training Program - Ashland... 9/26/2019
- Talk so People Will Listen & Listen so People Will Talk: Session 1... 9/27/2019

### October
- **NEW!** Healing Power of Nature: How Engaging with Nature Can Build Social Connections and Improve Health... 10/2/2019
- Human Resource Management Certificate... 10/3/2019
- Foundations of Human Resources... 10/3/2019
- QuickBooks Workshop... 10/10/2019
- **NEW!** Mental Health First Aid - Superior... 10/12/2019
- **NEW!** Getting the Most From Technology and Community Resources... 10/17/2019
- **NEW!** Advanced Human Resource Management Certificate... 10/24/2019
- **NEW!** Leadership & Strategic Planning Workshop... 10/24/2019
- **NEW!** “Back in the Closet?” Isolation and Loneliness Among Elders in the LGBT+ Community... 10/30/2019

### November
- **NEW!** Four Rs of Collaborations That Work... 11/1/2019
- Talent Acquisition & Total Compensation... 11/7/2019
- First Steps to Food Production... 11/11/2019
- **NEW!** Customer Experience & Human-Centered Design... 11/21/2019

### December
- Employee Relations... 12/5/2019
- **NEW!** Workforce Planning, Metrics & Analytics... 12/12/2019

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### January
- **NEW!** Accident & Workplace Investigations... 1/9/2020
- **NEW!** First Steps to Starting a Small Business... 1/13/2020
- **NEW!** First Steps to Food Production... 1/13/2020
- Certificate in Ethical Leadership... 1/22/2020
- Paralegal Certificate... 1/22/2020
- Criminal Justice Paralegal Certificate... 1/22/2020
- Mediation Certificate... 1/22/2020
- **NEW!** Substance Abuse Counselor Program... 1/22/2020
- Entrepreneurial Training Program... 1/22/2020
- **NEW!** Risk & Change Management... 1/23/2020
- Talk so People Will Listen & Listen so People Will Talk: Session 2... 1/30/2020

### February
- Entrepreneurial Training Program... 2/5/2020
- **NEW!** Diversity & Inclusion in the Workplace... 2/6/2020
- Clinical Aromatherapy Workshop... 2/12/2020
- **NEW!** Employee Engagement... 2/20/2020

### March
- **NEW!** Human Resource Compliance... 3/5/2020
- **NEW!** First Steps to Food Production... 3/9/2020
- **NEW!** Collaborative Communication for Teambuilding & Conflict Resolution... 3/12/2020

### April
- **NEW!** Labor Relations & Negotiation... 4/2/2020
- Healthy Minds, Healthy Bodies Throughout the Second Half of Life... 4/22/2020

### May
- **NEW!** First Steps to Food Production... 5/11/2020
- **NEW!** First Steps to Starting a Small Business... 5/12/2020
- QuickBooks Workshop... 5/12/2020
- Health Coaching Practice Online Certificate... 5/26/2020

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To register, visit uwsuper.edu/cce

Class information is accurate at time of printing, but may be subject to change. Check our listings online for the most current information.
Certificate Programs

Ethical Leadership
(Courses offered September - December and January - May; available for academic credit)

Effective leadership starts with you. Through this certificate, you will develop your leadership capacity by taking a deep look into who you are and utilizing the tools needed to positively impact your environment. Learn about emotional intelligence, how it affects relationships, and ways to expand your own capacity. Identify who you are as a leader, and what it means to develop your empathy and character. Explore your core values, your strengths and your areas of risk. Learn about ethical principles, making ethically grounded decisions, and building skills in active listening and assertive communication. Developing these foundational leadership qualities can enhance successful leadership in any setting. Complete this two-course certificate in just four to eight months. Courses offered in the evening. Participants will engage in project based application of the competencies.

Fees: Emotional Intelligence (45 contact hours) $599, plus $20 fee for course materials; Ethical Leadership (45 contact hours) $599.

Mediation
(Courses offered September - December and January - May; available for academic credit)

Most of us will experience workplace conflict, so why not broaden your career potential by increasing your competence and confidence in effectively resolving those difficult situations? Through utilizing the region's premiere resource in mediation training, you will gain knowledge in the core aspects of mediation, as well as develop and practice skills in communication, facilitation and conflict resolution. Completing all three certificate courses will satisfy Wisconsin Chapter 767 requirements for a “qualified neutral” and Minnesota Rule 114 requirements for civil (30 hours) or family law (40 hours) facilitative mediation rosters. Fall courses offered on evenings and Spring course offered on Saturdays.

Fees: Ethics & State Regulation of Mediation (15 contact hours) $199; Civil Law Mediation (30 contact hours) $399; Family Law Mediation (45 contact hours) $599.

Paralegal Certificate & Criminal Justice Paralegal Certificate
(Courses offered September - December and January - May; offered only for academic credit)

Our Paralegal Certificate program has a strong reputation as a leader in providing paralegal professionals to the legal community. This certificate will provide you with foundational and substantive legal knowledge as well as practical paralegal skill development. Developing strong and wide-ranging competencies in areas such as written and verbal communication and critical thinking can boost your success in any setting.

The Criminal Justice Paralegal Certificate has additional emphasis on criminal law contexts. This certificate is most appropriate for those who want to work as paralegals in primarily criminal law/criminal justice-related settings.

Most people will finish the 30-credit Paralegal Certificate or the 29-credit Criminal Justice Paralegal Certificate in two years. Courses are taught by a wide range of qualified instructors and most are offered in the evening.

Fees: Please call or email for more information.

NEW! Certificate in Person-Centered Care: Reducing Isolation and Loneliness
(Workshops run July through October)

Earn your Certificate in Person-Centered Care: Reducing Isolation and Loneliness in just four months. Add a credential to your resume and make a big difference in the quality of life of older adults and others.

Isolation and loneliness adversely affect physical and mental health, decrease overall well-being and satisfaction with life, and put older adults at greater risk of elder abuse.

The eight workshops included in this certificate will give you increased awareness of the prevalence and experience of isolation and loneliness, especially among older adults; an understanding of causes and effects; tools you can use to overcome barriers and identify ways to engage individuals that are meaningful and purposeful to them.

Fee: $229 (24 contact hours/2.4 CEUs)

Scholarship assistance is available.
Certificate Programs

Human Resource Management
(Workshops run October - April; available for academic credit)

Are you looking to develop a solid foundation in the field of human resources (HR)? This certificate will help you build a practical base of knowledge in human resources that is beneficial for a variety of positions or professional settings. Learn the core aspects of human resource management and topics integral to developing a fundamental understanding of the field from respected regional experts and network with other HR professionals. This certificate is comprised of eight workshop days. Topics include: Foundations of Human Resources; Talent Acquisition & Total Compensation; Employee Relations; HR Compliance; Diversity & Inclusion in the Workplace; Accident & Workplace Investigations; and Labor Relations & Negotiation. We are applying to offer SHRM and HRCI recertification credits.

Fees: $149 per workshop day or $129 per workshop day if enrolled in the certificate, and $25 certificate transcript fee.

NEW! Advanced Human Resource Management
(Workshops run October – March)

This certificate is designed for those with experience in the human resources field, in leadership positions, or who have completed the Human Resource Management Certificate. Through six workshop days, our regional experts will help build your knowledge in areas such as: Leadership & Strategic Planning; Customer Experience & Human-Centered Design; Workforce Planning, Metrics & Analytics; Risk & Change Management; Employee Engagement; and Collaborative Communication for Teambuilding & Conflict Resolution. We are applying to offer SHRM and HRCI recertification credits.

Fees: $149 per workshop day or $129 per workshop day if enrolled in the certificate, and $25 certificate transcript fee.

Health Coaching Practice - Online
May 26, 2020 - August 7, 2020

Whether you work in health care, a fitness program, an employee wellness program or some other health occupation, this certificate will boost your ability to help others meet their goals. You will be introduced to a wide spectrum of health and behavioral concepts with focus on: behavioral science, nutrition, kinesiology, exercise science, screening and fitness assessments, client program design, and legal and ethical concerns related to allied health professions. You will gain the knowledge required of an entry-level health coach. Upon completion, you will have met the main requirement to take the exam to become a Certified Health Coach. Discussions with other students and your instructor and weekly assignments are all online and can be completed at times convenient for you.

Fees: $399, plus textbook fee (90 Contact Hours/9.0 CEUs)

Take the first step to become a Certified Health Coach!
Human Resource Management Workshops

Foundations of Human Resources
October 3, 2019 | 8:30 a.m. - 3:30 p.m.

Gain a practical understanding of core human resource management functions and learn how these functions relate to organizational growth and success. Explore the challenges contemporary organizations face as they seek to get the best from their most valuable resource – employees. You will discover ways to add value to your organization and the human resource profession. The workshop topics will provide an overview of concepts explored in greater depth throughout the certificate.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

Talent Acquisition & Total Compensation (2 days)
November 7 & 8, 2019 | 8:30 a.m. - 3:30 p.m.

Finding and compensating quality employees can seem daunting, but it doesn't need to be. This two-day workshop will help lay the foundation to building and retaining a valuable workforce. On day one of this workshop, learn how to identify, recruit and retain employees to meet your organization's needs. On day two, learn the crux of compensation and benefits that can help create an effective infrastructure for your business. By the end of this two-day workshop, you will develop a working understanding of core terminology and functions and how they relate to organizational growth and success.

Fee: $258 Certificate Enrollee; $298 Individual Workshop

Employee Relations
December 5, 2019 | 8:30 a.m. - 3:30 p.m.

A positive work environment is a key component of workplace satisfaction and organizational success. This workshop will give you some essential steps to achieving it by learning the importance of clear and frequent communication; the three-question, one-on-one meeting for beginning and maintaining positive employee relations; and identifying strategies to improving on-the-job attitudes. You will also learn effective performance management practices (i.e. performance evaluation, corrective action, progressive discipline, and coaching) that can help your employees succeed.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

NEW! Accident & Workplace Investigations
January 9, 2020 | 8:30 a.m. - 3:30 p.m.

Are you following best practices to ensure a safe work environment? Do you know when and how to facilitate an investigation? This workshop will guide you through identifying safety and security risks, and finding strategies for prevention. You will also learn the “how to” of investigations and monitoring.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

NEW! Diversity & Inclusion in the Workplace
February 6, 2020 | 8:30 a.m. - 3:30 p.m.

Creating an inclusive work environment is essential in today's world, a best practice in human resources, and a key component of successful organizations. This training will walk you through the core concepts and strategies related to diversity and inclusion that all human resource professionals should know.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

NEW! Human Resource Compliance
March 5, 2020 | 8:30 a.m. - 3:30 p.m.

Do you know the essentials of regulatory compliance? This workshop will review the compliance considerations in the pre-hire, hire, administration, and termination phases of employment. Gain knowledge of applicable state and federal legislation in addition to liability and compliance risk management strategies. You'll learn how to respond to and manage compliance audits conducted by governmental regulatory agencies and the steps to conduct a preventative self-audit of compliance practices. The workshop will also include practical skills in conducting internal investigations and manage employee complaints involving policy violations.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

NEW! Labor Relations & Negotiation
April 2, 2020 | 8:30 a.m. - 3:30 p.m.

Whether or not you currently work in a unionized environment, questions or concerns are bound to come up. Find out how to develop and evaluate labor strategies, navigate the collective bargaining process, and learn negotiation skills and techniques.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

Participants who complete all of the workshops within a two-year period will be eligible to receive the Human Resource Management Certificate.

We offer CEUs upon request, and are applying to offer SHRM and HRCI recertification credits.

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Advanced Human Resource Management Workshops

**NEW! Leadership & Strategic Planning**
October 24, 2019 | 8:30 a.m. - 3:30 p.m.

What does it mean to lead strategically within the human resource (HR) function? How can HR support organizational planning and strategy? In this workshop, learn the definitions of quality leadership and the key components to an HR strategy that creates, supports, and sustains organizational goals and successful outcomes.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

**NEW! Employee Engagement**
February 20, 2020 | 8:30 a.m. - 3:30 p.m.

Take workplace positivity to the next level by learning methods to assess for employee satisfaction as well as the programs to engage, retain, and encourage them. Learn how to develop and implement programs to recognize and empower your employees; identify strategies for assessment, engagement and retention; and leave the day with some valuable techniques to encourage creativity and innovation.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

**NEW! Collaborative Communication for Teambuilding & Conflict Resolution**
March 12, 2020 | 8:30 a.m. - 3:30 p.m.

Did you know that developing skills in collaborative communication can help you to effectively resolve workplace conflict as well as build stronger teams? Using an internationally-recognized communication model, you will learn skills in leadership presence, active listening, and giving feedback to help you positively transform conflict and develop happier, more resilient teams within your organization.

Fee: $129 Certificate Enrollee; $149 Individual Workshop

Participants who complete all of the workshops within a two-year period will be eligible to receive the Advanced Human Resource Management Certificate.

We offer CEUs upon request, and are applying to offer SHRM and HRCI recertification credits.
NEW! Recognizing the Adverse Health Effects of Isolation and Loneliness
July 10, 2019 | 8:30 a.m. – 11:45 a.m.

Being isolated and lonely adversely affects health as much as smoking 15 cigarettes a day, according to many public health and gerontology researchers. Learn what the short and long-term physical and mental health effects are. Learn to recognize who is at risk, how to assess risk and impact. Note: This workshop will be recorded and available to those who need it to earn their certificate.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Using Structured Reminiscence and Life Review to Increase Social Connections
July 24, 2019 | 8:30 a.m. – 11:45 a.m.

There are many kinds of reminiscence – some much more helpful than others. Learn how you can structure a reminiscence or life review session to bring the greatest value to the reminiscer. Learn how you can use reminiscence with individuals or groups to build meaningful connections and identify person-centered interventions that will help reduce isolation and loneliness.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Increasing Function and Purpose to Reduce Isolation and Loneliness
August 7, 2019 | 8:30 a.m. – 11:45 a.m.

All people have the need for purpose in life and connecting with others. Research indicates a link between decline in functional activities and loneliness. Helping a person stay engaged in functional, purposeful activities may lessen the likelihood of loneliness and isolation. Learn to recognize barriers to engagement and identify communication and environmental changes that foster continuation in purposeful activities.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Engaging Creative Expression to Build Social Connections and Improve Health
August 21, 2019 | 8:30 a.m. – 11:45 a.m.

You don't have to be an artist or a musician to engage others in these forms of creative expression. Learn how creativity stimulates the brain, warms the heart, and facilitates connections, leading to improved mental and physical health and over-all well-being. You will leave this hands-on workshop prepared to incorporate many means of creativity into your work.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Isolation and Loneliness in Life's Transitions
September 18, 2019 | 8:30 a.m. – 11:45 a.m.

Society's collective fear about the topic of death and the desire to ‘talk about something more pleasant’ is creating social isolation for those who are walking the path of their mortality and for those who are grieving the death of a loved one. Explore tools to delve into the richness of having conversations and engaging about death, end of life, and grieving, while honoring the path of private reflection through compassion and understanding.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Healing Power of Nature: How Engaging with Nature can Build Social Connections and Improve Health
October 2, 2019 | 8:30 a.m. – 11:45 a.m.

Have you ever felt refreshed and revitalized after a walk in the woods or along Lake Superior? There is scientific evidence to support why you feel that way. Come and learn about how our brains/bodies are restored through the healing benefits of nature. Learn how being engaged with nature can reduce feelings of isolation and loneliness and even help make connections between people.

Fee: $49 (3 contact hours/0.3 CEUs)

NEW! Getting the Most from Technology and Community Resources
October 17, 2019 | 8:30 a.m. – 1:30 p.m.

From assistive/adaptive devices to special software apps, technology can offer many opportunities to increase engagement. Learn what is available, try out devices, explore how technology is bringing people together in this community and others. Learn about local opportunities for people to engage in ways that are meaningful and purposeful to them.

Fee: $19 (4 contact hours/0.4 CEUs)

NEW! "Back in the Closet?" Isolation and Loneliness Among Elders in the LGBT+ Community
October 30, 2019 | 9:30 a.m. – 11:45 a.m.

Isolation and loneliness are more prevalent in some population groups than others. In this workshop, we will look at the LGBT+ culture and history and how it impacts older members of this community. We will also work interactively to identify possible ways to help mitigate the impact.

Fee: $39 (2 contact hours/0.2 CEUs)

These workshops are funded in part through a grant from the Helen Daniels Bader Fund, a Bader Philanthropy.
**Healthy Minds, Healthy Bodies throughout the Second Half of Life**

**Save the Date! April 22, 2020**
Annual conference focusing on healthy aging.
Watch our website for details: uwsuper.edu/cce

**Clinical Aromatherapy: Using Essential Oils for Symptom Management in the Clinical Setting**
February 12, 2020 | 8:30 a.m. - 4:15 p.m.

Learn steps to safely bring the benefits of essential oils to your patients for management of anxiety, nausea, pain and sleep. The evidence-based practice of clinical aromatherapy is currently being used in many hospitals, clinics, long-term care and other clinical settings as a holistic adjunct to symptom management. In this workshop, you will learn the basics of essential oils and explore how to safely use them in clinical settings. You will have opportunities to work with samples and to discuss best practices with your instructor, Jan Tomaino, DNP, RN Certified Aromatherapist with extensive clinical use of essential oils. $169 or $199 after January 13 (7.5 contact hours/0.75 CEUs)

**NEW! Substance Abuse Counselor Program**
(Courses offered September - December and January – May; also available for academic credit)

This completely online, pre-credential education program sets you on the path for a Substance Abuse Counselor career. Our Substance Abuse Counseling program is approved by the State of Wisconsin and fulfills all requirements (360 hours of comprehensive specialized education) necessary to sit for the licensing exam.

Fees: Please call or email for more information.

**Summer Academy for an Independent Life (SAIL)**
August 5-6, 2019 and August 12-14, 2019 | 9:00 a.m. - 3 p.m.

High school students with an IEP or 504 plan will spend five days exploring two paths available after graduation – the world of work and the world of college. Tour two college campuses and meet representatives from the most commonly accessed departments. Learn about admissions, enrollment, programs and support services available. Practice interview skills, sharpen resume and application skills and tour local businesses to help decide what careers might be of interest. Meet representatives of local agencies that can help with employment. This program will work with community service providers and agencies to introduce students to options and supports available in planning postsecondary activities.

*Students must be able to function independently and work successfully in a small group with minimal guidance. (1:5 student to adult ratio).

Fees: $350

**Mental Health First Aid**

**August 26, 2019 | 8:00 a.m. - 5:00 p.m. | Ashland**
October 12, 2019 | 8:00 a.m. - 5:00 p.m. | Superior

Gain the tools to recognize risk factors, and signs and symptoms of mental illness and addiction, and how to use a five-step action plan to help loved ones, colleagues, neighbors and others cope with mental health or substance use problems. This program is designed for community members from all walks of life, including school personnel, law enforcement, faith-based communities, hospital and nursing home staff, families and the business community.

Fee: $29

**Youth Mental Health First Aid**
Dates to be determined.

Learn how to identify, understand and respond to signs of mental illnesses and substance use disorders. This eight-hour evidence-based training gives adults who work with youth the skills they need to reach out and provide initial support to adolescents (ages 12-18) who may be developing a mental health or substance use problem and help connect them to the appropriate care. This training covers common signs and symptoms of substance use and mental illnesses common to this age group, including anxiety, depression, eating disorders and ADHD, and how to interact with an adolescent in crisis.

Fee: Please call or email for more information.

**Bringing the Protective Factors Framework to Life in Your Work (2-Day)**
September 14 & 28, 2019 | 8:30 a.m. - 4:00 p.m.

This training is designed to re-energize family service providers, enhance their efforts to partner with parents and see families from a more positive, strengths-based perspective. The Strengthening Families Protective Factors Framework is an approach which helps organizations or individuals work in partnership with families to identify their needs and utilize existing assets to prevent child abuse and neglect and support the healthy development of children. The Protective Factors Framework is based on five Protective Factors that extensive research has shown to make families stronger, prevent child abuse and neglect, and enable families to care for children in ways that support their healthy development and well-being.

Fee: $60
**Additional Learning Opportunities**

**Talk So People Will Listen & Listen So People Will Talk: Cultivating Compassionate Communication**

Session 1: September 27, 2019 | Time: 8:30 a.m.-3:30 p.m. - Introduction
Session 2: January 30, 2020 | Time: 8:30 a.m.-3:30 p.m. - Intermediate

After a difficult conversation, would you like everyone to leave the table feeling heard and connected rather than criticized, judged or put down?

Learning the art of compassionate communication can give you the tools to have those difficult conversations in ways that strengthen rather than strain relationships. Nonviolent Compassionate Communication (NVC), an internationally-recognized communication model, can help you both personally and professionally to reduce stress, transform conflict, improve relationships, and create deeper self-awareness through learning to speak and listen with empathy and compassionate authenticity.

Session 1: Introduction to Compassionate Communication – Learning the Language. Learn the essentials of the NVC language and develop your skills in listening and speaking with heartfelt empathy.

Session 2: Advancing Your Compassionate Communication Skills – Making the Language Your Own. Build on the basics you learned in Session 1 and develop deeper self-awareness into your own triggers and responses to hard-to-hear messages.


Session 1 only: $149 or $199 after 9/3/2019
Empathy Buddy 50% of above rates

Each session is 6 contact hours or 0.6 CEUs

**NEW! Four Rs of Collaborations that work**

November 1, 2019 | 8:30 – 3:30 | UW-Superior Campus

“Collaboration is a mutually beneficial and well-defined relationship entered into by two or more organizations to achieve results they are more likely to achieve together than alone” (Karen Ray, workshop facilitator). Especially in times of shrinking resources and strident disagreements on many issues, public leadership requires the willingness and ability to initiate, support, and implement successful collaborations.

In this highly interactive workshop, you will examine successful collaborations and consider why collaborations are often difficult. You will learn to recognize common pitfalls and develop strategies to avoid them. You will engage in in-depth discussions on the importance of defining terms and keeping a balance of results, relationships and resilience.

This workshop is made possible through a Speakers Grant from the Tommy Thompson Center on Public Leadership. Registration fee and lunch are covered by this grant.

Registrations will be accepted on a first come basis.

**Leadership Superior/Douglas County**

Geared to emerging and existing leaders, this program helps individuals to heighten their community awareness and to utilize leadership skills to deepen civic engagement. Open to approximately 25 individuals each year, the 10-month Leadership Superior/Douglas County program begins with an orientation and a two-day retreat in August and then runs one full day per month through June.

**Program Calendar**
- August: Orientation | Retreat at Minnesuing Acres
- September: Douglas County Nonprofits
- October: History of Superior/Douglas County
- November: Growth Management
- December: Government in Wisconsin
- January: Health and Human Services
- February: Group Project Management | Superior Days (Optional)
- March: Public Safety in Our Community
- April: Education - Today’s Reality
- May: Business and Economic Development
- June: Reflections, Presentations and Celebrations

**How To Apply**
Candidates should have a desire to make Superior/Douglas County a better place to live or work and may be nominated by a sponsoring employer, a Leadership alum, a friend/colleague, or they may nominate themselves. Nominations are accepted each spring with priority given to those submitted by July 1. Nomination forms and applications are available on our website: uwsuper.edu/cce

For further information, please contact Tracy Henegar at 715-394-8469 or thenegar@uwsuper.edu
Wisconsin's Small Business Development Center (SBDC) at UW-Superior is part of a statewide network supporting entrepreneurs and business owners through no-cost, professional, confidential consulting and targeted educational programs. Regional SBDC experts facilitate improvement and growth for small and emerging mid-size companies and help launch successful enterprises.

**Entrepreneurial Training Program**

September 24, 2019 – November 12, 2019 (Tues evenings) | 6:00 p.m. - 8:30 p.m. | Hayward
September 25, 2019 – November 13, 2019 (Wed evenings) | 6:00 p.m. - 8:30 p.m. | Superior
September 26, 2019 – November 14, 2019 (Thur evenings) | 6:00 p.m. - 8:30 p.m. | Ashland
February 5, 2020 – March 1, 2020 (Wed evenings) | 6:00 – 8:30 pm | Superior

The Entrepreneurial Training Program (ETP) provides the tools you need for business idea testing and business model improvement. Through instruction, guest speakers and coaching, this program serves those who are considering starting a business, owners of existing businesses and those with successful companies that they want to grow. ETP is an eight-week program that offers an easy to follow step-by-step process based on the lean startup framework that shows you how to answer the question, “Will people buy my product or service?”

• Grasp your true operations, growth and staffing costs
• Gain knowledge of resources to start or expand
• Quickly develop an investment-ready business plan
• Better manage your business by analyzing key details

After the program, receive one-on-one consulting at no charge to help complete your business plan along with final steps to start your business.

Fee: $250

**QuickBooks Workshop**

October 10, 2019 | 9:00 a.m. - 4:00 p.m.
May 12, 2020 | 9:00 a.m. - 4:00 p.m.

QuickBooks is Intuit Inc's set of software solutions designed to manage payroll, inventory, sales and other needs of a small business. The software's features include marketing tools, merchant services, product and supplies, and training solutions. In this session, you will learn:

• The basics of getting started with QuickBooks Online (QBO) software
• Navigating the basics of QBO and its functions
• Record transactions in QBO
• Reconcile and utilize reporting functions in QBO
• Expand usability in QBO through credit card processing, payroll, and other applications

Fee: $99

**First Steps to Starting a Small Business**

September 10, 2019 | 1:00 p.m. - 4:00 p.m. | Superior Business Center
January 14, 2020 | 1:00 p.m. - 4:00 p.m. | Superior Business Center
May 12, 2020 | 1:00 p.m. - 4:00 p.m. | Superior Business Center

First Steps to Starting a Small Business (in Douglas County, WI) will walk you through many of the steps involved in starting a new business. We will begin with helping participants develop a lean or visual business plan, to help clarify your business idea. We will also talk about licensing and taxes as well as an introduction to market research, branding, and marketing.

Fee: $25

**First Steps to Food Production**

September 16, 2019 | 8:30 a.m. - 12:00 p.m. | Superior Business Center
November 11, 2019 | 8:30 a.m. - 12:00 p.m. | Superior Business Center
January 13, 2020 | 8:30 a.m. - 12:00 p.m. | Superior Business Center
March 9, 2020 | 8:30 a.m. - 12:00 p.m. | Superior Business Center
May 11, 2020 | 8:30 a.m. - 12:00 p.m. | Superior Business Center

First Steps to Starting a Small Business - for food product businesses is a workshop sponsored by the Development Association and the UW-Superior SBDC. This workshop is specifically intended for persons interested in using the Superior Business Center commercial kitchen incubator to launch their value-added food business.

This workshop will walk you through the basic steps of how to start a business that is focused on food product production and packaging. The workshop will be taught by Arlene Coco Buscombe who is an experienced professional chef, instructor, who has successfully brought packaged food products to market.

To register for a session, call the UW-Superior SBDC at (715) 394-8351 or the Superior Business Center at (715) 718-2327.

Free Workshop

**Frank P. Saladis Certificate in Project Management**

Register Anytime

Frank P. Saladis Certificate in Project Management is a professional development certificate offered through universities who have collaborated with successful projects to provide a large pool of excellent project management instructors who are also industry experts. Participants in this program are not only able to select and customize their own short course, they are able to select their instructor and get personal, one-on-one attention from someone who can help advance their career.

Fee: $2,000 per person or $1,700 per person when three or more participants from the same company register.

To register for SBDC programming visit: wisconsinsbdc.org/superior
Online Collaborative Degree Programs

The collaborative degree programs offered by the University of Wisconsin - Extended Campus, in partnership with multiple University Wisconsin (UW) campuses, provide students an opportunity to take classes online that showcase the expertise across the UW system. Students can choose from undergraduate bachelor's degree programs in Sustainable Management and Health and Wellness Management. Graduate programs are offered in Data Science, Health and Wellness Management, and Sustainable Management.

Data Science
Organizations in nearly every industry are looking for professionals with the skills to transform big data into better insights and decisions – and these data scientists are in short supply. Are you ready to answer the call? Your bright new future starts now.

Health and Wellness Management
Designed for working adults with real-world experience, the University of Wisconsin bachelor's and master's degrees in Health and Wellness Management will strengthen and expand your knowledge of corporate wellness and health promotion. Upon graduation, you'll be prepared for high-visibility leadership positions in which you can change lives at an organizational level.

NEW! IT Management
Whether your experience is technology-focused or based in business, you’ll find that the University of Wisconsin online Master's in Information Technology Management brings the two disciplines together, giving you the professional versatility needed to seize leadership opportunities in the IT field.

Sustainable Management
The bachelor's and Master of Science in Sustainable Management are degree programs designed for working adults with real-world experience. You will learn a diverse set of skills in business, environmental science, resource management, and sustainable development that translate to any industry.

For more information, contact: 877-528-6597 or dlc@uwsuper.edu
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