

business calendar

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Business Analysis 5-Day Accelerated Program

Nov. 2-6, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This five-day course for business analysts, executives, functional managers, project managers, programmers will help participants implement the principles and techniques of Business Analysis in the business and work environment. The fee is \$2,999 per person. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Advanced Contract Administration: The Legal Aspects

Nov. 4-5, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Contract managers, contract administrators, project managers, buyers and purchasing personnel can get all their "how to" questions answered by Advanced Contract Administration guru John Ford during this two day workshop. Fee: \$745 for the first person from an organization, with discounts available for multiple employees from the same company. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

How to Start or Run a Profitable Small Business

Nov. 14, 9:30 – 11:30 a.m. or 1 – 3 p.m., Off-site location

Ramada Plaza Hotel, 7611 Katy Freeway, Houston, 77024

This free two-hour small business workshop learn the 20 major pitfalls to starting and running a small business, how to price a product or service, selecting a business location and much more. Each attendee receives a free workbook. For more information, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

The Legal Aspects of Purchasing

Nov. 16-17, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This course provides straightforward answers to critical questions as well as responses to everyday legal subtleties of purchasing. Participants will learn how to deal with e-commerce, selecting the best contracts for different types of purchasing and the best means for resolving disputes. Registration is \$895 per person with discounts available when two or more people from the same organization register. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Advanced Purchasing Strategies

Nov. 18-19, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Created for those who attended Center for Advanced Management Program's Essentials of Purchasing or more experienced buyers who want to increase their skills, participants of this course learn the impact of quality on cost as well as the skills of negotiation. Fee: \$895 per person with team discounts available. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Project Management Scope & Quality Management

Nov. 23-24, 8:30 a.m. – 4:30 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This two-day workshop provides attendees with accepted principles and techniques for the management of scope and quality in projects as well as to ensure project success in terms of schedule, cost, quality and stakeholder satisfaction. Course fee: \$995 per person with series discounts

available to those who participate in the Project Management Certificate Program. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

5-Day Project Manager Training: An Introduction to Essential Skills and Techniques for the Modern Project Manager

Dec. 7-11, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This five-day course for project managers, project team members, executives and functional managers will improve the chances of success. Fee: \$2,999 -- a 20 percent discount from the regular price of \$3,749. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Contract Writing: How to Lay the Foundation for Agreements That Work

Dec. 14-15, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This two-day introductory course covers the key elements to understanding the contract process from start to finish, with a focus on effective use of contracts in today's purchasing environment. Fee: \$895, which includes course materials, refreshments and lunches. Team discounts are available. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3121 or e-mail camp@uhcl.edu.

Essential Skills for Effective Leadership

Dec. 15, 16, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Designed for candidates in leadership, this seminar will explore the traits of effective leaders and discuss employee motivation techniques and conflict resolution. Fee: \$675 per person for the first participant and \$625 for the second and subsequent participant from the same organization. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Improving Purchasing Performance: Developing New Skills for a Changing Profession

Dec. 16-17, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

For new and experienced buyers and purchasing professionals who want to excel in the industry can master the skills to meet new demands of the workplace with goal attainment, client satisfaction, communication and conflict resolution. Fee: \$875 per person, with team discounts available. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3121 or e-mail camp@uhcl.edu.

How to Effectively Coach and Motivate for Peak Performance

Dec. 17-18, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This seminar will help managers and business leaders develop effective coaching skills to improve employee performance. The fee is \$675 per person for the first participant and \$625 for the second and subsequent participant from the same organization. For more information or to register, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Essentials of Purchasing

Jan. 4-5, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

A systematic and well organized two-day seminar for buyers and others seeking the most effective purchasing techniques and methods. Fees are \$895 per person for first participant and \$795 for additional participants from the same organization. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Cost/Price Analysis

Jan. 6-7, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

This workshop for purchasing and supply managers provides up-to-date skills and understanding of costs structures of new and existing products and services. Fees: \$895 per person for first participant and \$795 for additional participants from the same organization. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Project Management Schedule & Cost Management

Jan. 11-12, 8 a.m. – 4 p.m., Bayou Building

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Designed for project managers, this two-day course provides the fundamentals of schedule and budget developments, analysis and control to manage projects in all business environments. Fee: \$995 per person. To register, visit <http://www.uhcl.edu/camp>, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121, or e-mail camp@uhcl.edu.

Paralegal Certificate Course (online)

Jan. 11 – Feb. 26, 2010 Internet

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Master the intricacies of law with a seven-week online paralegal certification course. The course includes briefs preparation, pleadings, motions and discovery. Students learn the advanced skills of legal research, writing, formal and informal advocacy, and principles of appellate procedure. Course tuition is \$1,089. For more information, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3121.

Advanced Paralegal Certificate Course (online)

Jan. 11 – Feb. 26, 2010 Internet

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Paralegals can continue studying such topics as legal research, victim advocacy, criminal law and family law with the Advanced Paralegal Certificate Course. Students are required to complete at least six Advanced Paralegal Course topics to receive a certificate of completion. Upon completion of

each course, students will earn four CEUs. Course fee: \$1,650. For more information, call UH-Clear Lake's Center for Advanced Management Programs, 281-283-3121.

Legal Nurse Consultant Training Course

Jan. 11 – Feb. 26, 2010 Internet

University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, 77058

Medical professionals can prepare for a career as a legal nurse consultant with this online certificate course. Legal concepts related to the health care industry and the role the legal nurse consultant may take in litigation areas such as medical malpractice, personal injury and mental capacity will be covered. Course fee (not including books): \$789. For more information, call UH-Clear Lake's Center for Advanced Management Programs at 281-283-3121.