Professional Development Discounts for University Employees

Date::
January 22, 2020

The office of Continuing & Professional Education offers a wide variety of courses designed specifically for busy working adults. University of Arizona employees can get a discount on many courses, including:

**Microsoft Excel Workshops** [1]

Learn basic or intermediate Microsoft Excel skills in these hands-on workshops. Half-day workshops are designed to equip you with key skills in just a few hours. Choose from Microsoft Excel Essentials (February 19, 8 a.m.-noon) or Microsoft Excel Level 2 (March 11, 8 a.m.-noon). Or both!

**Project Management** [2]

Learn the essential skills of project management, from project initiation and planning through execution, support, and closure. This course will also provide you with training and support to take and pass the Project Management Professional (PMP) exam, the most important industry-recognized certification for project managers. In-person class meets for 8 sessions between Feb 3-29, mostly during evenings and weekends.

**Manager & Supervisor Training** [3]

This six-week online course will equip you with the skills you need to succeed in your role. While this course is designed for new supervisors and managers, it can also help experienced supervisors and managers improve their skills. February 24-March 30, 2020.

**Human Resources Certification Exam Prep** [4]

Certify your HR expertise with a Society for Human Resource Management Certified Professional or Senior Certified Professional (SHRM-CP or SHRM-SCP) credential. Taught by a University Human Resources Manager and SHRM-SCP, this online course will get you ready to pass a SHRM certification exam. February 18-April 21, 2020.

More information about discounted programs [5] is available online.

**Source URL:** https://uaatwork.arizona.edu/uannounce/professional-development-discounts-university-employees

**Links**
[1] https://ce.arizona.edu/microsoft-excel-workshops
[3] https://ce.arizona.edu/new-manager-training-program