CONTINUING EDUCATION CLASSES

Fall 2016

Find a class near you: Bradford • Warren • St. Marys
Workforce and Professional Development Classes

Violent Workplace Emergencies - The Active Shooter
Bradford and St. Marys
Is your business prepared for an emergency? Have you thought of your company’s risk and liability in an emergency? If you think this can’t happen to you, you’re wrong. This course will help you prevent, prepare for and react to a violent emergency in the workplace. We’ll discuss ways to identify and mitigate risk, develop action plans, review policies and establish incident response protocol.
We’ll also conduct table-top exercises.
F, 10/28, 1 – 4 PM, $55
CEC, St. Marys
OR
F, 11/4, 1 – 4 PM, $55
Room 200, Seneca Building, Bradford

Supply Chain Excellence - NEW*
Bradford, St. Marys and Warren
This class is designed for organizations that have challenges in managing inventory both within their organization and between links in the supply chain. You will learn the latest thinking in supply chain management techniques to help your organization with inventory turns, availability, cash flow, and company growth built on new supply chain capabilities. You should attend if you’re a CEO or CFO, president, supply chain manager, or VP of merchandising, marketing and sales, or supply chain. A light breakfast and lunch and included.
Special Value Pricing: $350 for up to 7 employees
F, 9/9, 8 AM – 5 PM, $350
Warren Forest Hi-Ed Council, Warren
OR
M, 9/12, 8 AM – 5 PM, $350
CEC, St. Marys
OR
F, 10/7, 8 AM – 5 PM, $350
Room 200, Seneca Building, Bradford

Problem Solving and Root Cause Analysis
Bradford and St. Marys
By the end of this course you will understand the PDCA process and how it is used to define and analyze the problem, develop a plan to fix the problem, implement the solution, and conduct proper follow-up. We’ll focus on the 5W2H process for problem investigation, cause-and-effect diagrams, 5-Why techniques and how to determine root cause then develop permanent countermeasures to address it. You will apply the principles during hands-on exercises. Engineers, operators, supervisors and managers should attend.
F, 10/14 – 10/28, 8:30 AM – Noon, $299
Room 200, Seneca Building, Bradford
OR
F, 9/16 – 9/30, 8:30 AM – Noon, $299
CEC, St. Marys

Principles of Mediation for Workplace Conflict - NEW*
Bradford and St. Marys
Learn how you can apply the fundamentals of mediation to conflicts in your workplace. We will review the process of mediation and various ideas, tools and techniques that can help you achieve successful conflict management. We will also discuss how to address difficult people and deal with cultural differences in the context of workplace disputes. We’ll cover conflict type, perception and meaning differences, background and starting-point considerations, and short-term and long-term solutions/processes. This course is perfect for HR managers, operation managers, team leaders, executives, and other staff members who work in teams.
T, 10/4, 9 AM – Noon, $99
CEC, St. Marys
OR
T, 11/1, 9 AM – Noon, $99
Room 200, Seneca Building, Bradford

Lean Tools and Techniques - NEW*
Bradford and St. Marys
Develop a basic understanding of Lean tools and how to use them to improve your company. You will learn their purpose and the problem each tool can solve. We’ll discuss value stream mapping, workflow analysis and waste identification, pull production and scheduling, 5S (workplace organization), visual workplace and visual management, standard work, Kanban, SMED (changeover reduction), mistake proofing, total productive maintenance, and cellular flow. The course also will review the process to conduct and manage an effective Kaizen event. The course is recommended for engineers, supervisors and managers.
F, 9/16 – 9/30, 1 – 4:30 PM, $299
CEC, St. Marys
OR
F, 10/14 – 10/28, 1 – 4:30 PM, $299
Room 200, Seneca Building, Bradford
Workforce and Professional Development Classes — continued

Attracting and Retaining the Next Generation Workforce

Bradford and Warren

Explore best practices to attract, develop and retain the younger generation of workers. You will gain a realistic understanding of how to create a workplace culture that will inspire members of every generation, especially Millennials and Gen Y’s. This workshop will debunk common myths and help you develop new approaches and strategies to attract, develop and keep this generation of tomorrow’s leaders.

TH, 10/6, 9 AM – Noon, $149
Warren
Forest Hi-Ed Council, Warren OR
TH, 10/20, 9 AM – Noon, $149
Room 200, Seneca Building, Bradford

Foundations of Grant Writing

Warren

This three-part series will focus on performance and sustainability to develop after the grant funding is complete; competition and collaboration to address how to approach potential collaborative partners and maintain control of the project; and a grant writing practicum so you can work on a grant with help from a grant consultant with 35 years’ experience.

T, 10/11, TH, 10/13 & T, 10/18, $119
5:30 – 8:30 PM
Warren Forest Hi-Ed Council, Warren

Creative Problem Solving - NEW*

Learn the best way to be a part of a problem-solving team. You’ll begin by looking at how to unblock personal creativity so you can see problems in a new light. You will learn to recognize common barriers to creative problem solving, develop and use a structured problem-solving process, and unlock your creative abilities. This is a fun, fast-paced class.

W, 11/9, 8:30 AM – Noon, $149
Warren Forest Hi-Ed Council, Warren

Coaching for Outstanding Performance - NEW*

You will learn the role a coach plays in creating a positive work environment, why it is important, and when to coach others. We also will cover the value of asking questions and listening to people, skills you can use when coaching others.

W, 11/9, 1 - 4:30 PM, $149
Warren Forest Hi-Ed Council, Warren

Intro to Programming for Adults

Use JavaScript to learn the basics of programming, from controlling 3D printers to creating virtual reality. We will cover the basics of programming from the ground up. You will also learn about applied programming topics, such as video game development, web development, and how to interact with devices like drones, 3d printers, and sensors.

All ages 15 and older are welcome.
W, 10/5 – 10/19, 6 – 9 PM, $115
Room 200, Seneca Building, Bradford

Microsoft Office 2013 Classes – Bradford and St. Marys

Level 1 classes focus on beginners’ skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance.

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Excel 2 2013 W, 9/28 1 – 5 PM CEC, St. Marys $69
Excel 3 2013 W, 10/5 1 – 5 PM CEC, St. Marys $69
Word 1 2013 W, 9/21 8 AM – Noon CEC, St. Marys $69
PowerPoint 2013 W, 9/19 1 – 5 PM CEC, St. Marys $69
Excel 1 2013 T, 10/4 5 – 9 PM CEC, St. Marys $69
Excel 2 2013 T, 11/15 5 – 9 PM CEC, St. Marys $69
PowerPoint 2013 W, 10/19 6 – 9 PM CEC, St. Marys $55

Level 1 classes focus on beginners’ skills and will move at a slower pace. Level 2 classes will focus on more advanced skills with less individual assistance.

Dancing with the Stars

Join us for four evenings of fun. We’ll start with the basics and proceed through the most popular dances, including the waltz, cha-cha, merengue, etc. You will have a great time with your partner and other couples as you improve your dancing skills.

W, 10/2 – 11/2, 6:45 – 7:45 PM, $79 per couple
5th Floor Ballroom, Seneca Building, Bradford

Holiday Pysanky

In this one-day course, instructor Shandra Wilson will guide you through the tradition and the making of traditional Ukrainian Easter eggs. You will have the opportunity to decorate your very own Pysanky, with the option of turning it into a hanging ornament, to make great keepsakes or gifts. All materials will be provided.

Sat, 11/12, 9 AM – Noon, $39
4th Floor Art Room, Seneca Building, Bradford

Landscape Oil Painting

Join instructor Cindy Nowacki for this two-night relaxing and fun-filled class in which you will create a beautiful 16x20 oil painting that will be ready for framing and display. No experience necessary, and all supplies will be provided. Seating is limited.

M, 10/10, and T, 10/11, 6 – 9 PM, $79
4th Floor Art Room, Seneca Building, Bradford

Acrylic Painting

Instructor Cindy Nowacki will teach you step by step, how to paint an abstract landscape 16x20 acrylic painting on canvas that will be suitable for framing and display. All materials are included. Seating is limited.

TH & TH, 11/11 and 11/13, 6 – 8:30 PM, $69
4th Floor Art Room, Seneca Building, Bradford

Wire Wrapping Cabochons

In making wire wrapping cabochon jewelry, you will take normal, everyday wire and bend it around a cut and/or polished stone (cabochon). You can use many different qualities of wire and stone, any of which can be made to look gorgeous. Wire and stones are included. (Anyone allergic to copper, has difficulty with wrist movement, or may have arthritis should refrain from taking this class.)

TH, 11/6, 9 AM – Noon, $50
4th Floor Art Room, Seneca Building, Bradford

Personal Enrichment and Recreation

800.872.1787 • 814.362.5078 • CONTINED@PITT.EDU • WWW.UPB.PITT.EDU/CONTINUINGED
Basic Digital Photography
If you are interested in learning more about how to use your digital camera besides just “pointing and shooting” then you will want to take this course. You will learn about framing, composition, and creativity so you can take great pictures. You’ll learn basic camera functions and their uses; how to take not just good, but great pictures; and how to photograph special scenes, including backlit scenes, sports and action photos, family and children portraits, landscapes, close-ups, and macro photography. You will need to bring your own digital camera.
W, 10/12 and 10/19, 5:30 – 8:30 PM, $75
Room 604, Seneca Building, Bradford

Advanced Digital Photography
Learn the creative side of using an adjustable 35mm digital SLR camera. You will learn how to use the manual features of your camera and create custom compositions; set your own exposure settings (f-stops and shutter speeds), ISO and modes, and manual focus vs. autofocus; use lenses available for your camera (wide, telephoto, zoom, macro, etc.); and basic filters, close-up lenses, and macro and flash photography. We’ll also cover composition and framing, such as the rule of thirds, using diagonals, etc. You will need to bring your own digital camera.
W, 10/26 and 11/2, 5:30 – 8:30 PM, $75
Room 604, Seneca Building, Bradford

Out and About Photography – St. Marys
Learn the creative side of taking outdoor photos of nature, city life, candids, still life and anything else imaginable. This is a hands-on course. You’ll learn by working with others under the guidance of a professional photographer. You’ll learn new skills and use skills you already know, such as time-exposures, tripod use/remote control, stop-motion, ghosting, light painting, perspective, depth of field, and more. Light walking and/or hiking may be required. You should have basic knowledge of your camera and its functions. Class will be rescheduled for steady rain.
TH, 10/13, 5:30 – 8:30 PM, $45
CEC, St. Marys

Tai Chi for Everyone
Learn Tai Chi from our Confucius Scholars faculty. Tai Chi has gentle stretching and circular movements, integrates the body and mind, has many different forms, and is enjoyable to practice. All previous students are welcome to attend this class for a refresher and advanced instruction. Wear comfortable, loose-fitting clothing and soft-soled shoes.
M, 9/26 – 12/5, 6 – 7 PM, $39
5th Floor Ballroom, Seneca Building, Bradford

Wellness Program
You have full access to all the facilities offered in the Richard E. and Ruth McDowell Sport and Fitness Center. This program is open only to participants 18 and older. All new participants are required to complete a one-hour orientation program.
$225 per participant
Fall Term, September 1 – December 22

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. The University also prohibits and will not engage in retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation.
Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission.
Online Classes - Ed2Go

We have developed a partnership with Ed2Go to offer countless online classes if you prefer that type of learning or if you are too busy for in-person classes. Through Ed2Go, we offer more than 300 highly interactive courses that you can take entirely online, several of which are featured here. All of the courses are led by expert instructors, many of whom are nationally known authors. These online courses are affordable, fun, fast, convenient and geared just for you.

Visit the Ed2Go website at www.ed2go.com/upb find the class you’d like to take, register online and call us to finalize your registration. Most classes are only $90, and you learn at your own pace.

Customized Workforce Training

Contact Ray Geary at 814.362.5198 if you would like to discuss customized training to meet your specific training needs.

CLEP Testing

To schedule an exam, call 814.362.5078
Visit https://clep.collegeboard.org to learn more about CLEP testing and how to register for an exam.

Conference Services

If you are looking for a first-class facility to hold your next event or conference, contact Conference Services at 814.362.0990
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**Payment Method**
- Mastercard
- Visa
- Discover
- Card #:  
- Name on Credit Card:  
- Expiration Date:  
- Security Code (on back of card):  
- Check (payable to University of Pittsburgh at Bradford): Check #  
- Company payment: Name of Company  
- Payment is due at time of registration.

**Office Location:**
University of Pittsburgh at Bradford  
Division of Continuing Education & Regional Development  
Seneca Building, Room 229  
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Bradford, PA 16701  
(814) 362-0914

**Email:** contined@pitt.edu

**Phone:**
- 872-1787  
- 814-362-5078

**Fax:**
- 814-362-7167

**Call now to Register!**