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# OASBO Professional Certificates

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## Week 1: July 10-14, 2017

**Certificate in Pupil Transportation Management (PTM)**

**Business Communications**

**Instructor: Peter Barrow**

\*This course provides students with an opportunity to enhance their written and oral business communication skills, in order to effectively and appropriately communicate with diverse stakeholders.

**Certificate in Human Resources for School Board Administration (HRM SBA)**

**Motivation, Compensation and Benefits**

**Instructor: Earl Manners**

\*This course provides an understanding of the process, issues, and techniques involved in administering compensation and benefits and building capacity for motivating employees.

**Information Management, Privacy and Access (IMPA - formerly FOIRIM)**

**Design and Delivery of Information Management, Privacy, and Access Programs**

**Instructor: Fazila Nurani**

\*This course will provide a thorough understanding of the components of effective information management, privacy, and information access program(s).

**Certificate in Disability Management and Attendance Support (DMAS)**

**WSIB Claims Management Strategies**

**Instructor: Carly Howe**

\* This course will develop knowledge of the policies and procedures for determining initial entitlement in a WSIB claim, as well as develop skills in effective caseload management

## Week 2: July 17-21, 2017

**Certificate in Supply Chain Management (SCM)**

**Contract Management**

**Instructor: Glynn Hancott**

\*This course will provide students with strategies and tools for performance management, alternative dispute resolution, and mitigating and managing contractual risks.

**Information and Communication Technology Management (ICTM)**

**Privacy and Information Management**

**Instructor: John Wunderlich**

\* This course provides students with information and application to assist them with decision-making and the implementation of privacy and access strategies within school boards and other work environments.

**Facilities Management (FM)**

**Human Resources Management for Facilities Professionals**

**Instructor: Earl Manners**

\*This course provides students with information (e.g., labour and management legislation) and skills needed to successfully address human resource issues that affect employees in a facilities operations, construction, and maintenance environment.

For more information, visit [www.professionalcertificates.com](http://www.professionalcertificates.com) or contact us at [info@OpenEd.uoguelph.ca](mailto:info@OpenEd.uoguelph.ca)



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