



BUSINESS MASTERY PROGRAM



The Business Mastery Program for Public Service Professionals

About the Program

The Business Mastery Program for Public Service Professionals was developed by the UConn School of Business Executive Education Program in conjunction with state-wide public service representatives. The program consists of two courses and is designed to deliver valuable management concepts and skills to professionals working in public service positions in State government or municipal agencies.

The two-course Public Service Certificate Program offers *Introduction to Management* in the spring semester and *Introduction to Employment Law & Government Processes* in the fall semester. Participants can either earn 4 undergraduate or 3 graduate non-degree credits per course. The courses do not need to be taken sequentially; however, a certificate will be issued upon completion of both courses.

Time and Location

One evening per week (14 weeks) from 5-8:00 p.m.
Graduate Business Learning Center
100 Constitution Plaza in Hartford
(Free parking in the attached parking garage)

Credit and Cost per Course

Earn undergraduate OR graduate non-degree credit
4 undergraduate non-degree credits = \$1,605 /course
3 graduate non-degree credits = \$2,040/course
(UConn payment plan option now available.)

The Public Service Certificate Program (Two course format)

Introduction to Management (offered in the spring semester only)

The introduction to management course is designed to provide students with a framework to understand how managers and subordinates interact by focusing on the characteristics of individuals, groups, and individuals and groups within organizations. A section of the course also focuses on leadership in the workplace – principles, criteria, myths, and strategic ethical leadership. The second module in this course addresses labor relations topics including: managing in a unionized workplace; employee discipline/just cause; responding to union grievances; and the negotiation process; mediation; interest arbitration. **(Classes are scheduled to begin February 2, 2011.)**

Introduction to Employment Law & Government Processes (offered in the fall semester only)

This course begins with an overview of the various types of employment law claims; focusing on issues of discrimination in the workplace; the treatment of medical issues in the workplace; and best practices for hiring, reviewing performance, disciplining, and terminating employees. The second module in this course explores the public policy process by examining the origination of laws, the regulations that form the basis for implementing laws, and the political environment that impacts effective governance. The course includes an introduction to the concepts and frameworks for the public budgeting process and the connection between public budgeting and the political process. The course will provide an introduction to the purpose and function of state government, and examine the forces (both financial and political) that impact the effective implementation of government processes.

OPEN HOUSE INFORMATION SESSIONS

January 12 (10 a.m. - Noon)

**State Office Building
165 Capitol Avenue – Hartford**

January 13 (5-7:00 p.m.)

**UConn Graduate Business Learning Center
100 Constitution Plaza – Hartford**



For further information and an application form go to:

www.business.uconn.edu/publicservice