



**Satisfy Your PDU Requirements at  
The University of Akron!**



Fall 2009

**PMI® Approved Courses**

As a PMI® credential holder, you are required obtain Professional Development Units (PDU) based on the designation that you hold. Your certification cycle begins the day you pass the exam and/or multi-rater assessment (for PgMP® credential holders) and ends on the same date three years later.

The University of Akron is here to help you satisfy these requirements. The following courses have been approved by the Project Management Institute for PDU credit.

**14677: Managing Successful Transitions**

Change is inevitable in today's work environment and it's difficult to do it well. Increase your chances for successfully managing change to create bottom line impact. A method for managing organizational change will be explored in detail, while you work through a real world example you bring to class. You will walk away with a viable plan for managing your change initiative, as well as tools you can use throughout the change process. Topics covered include defining the vision around the change, developing a stakeholder network, developing a communications plan, assessing readiness for change and aligning performance expectations. Business leaders, Project Management professionals and Human Resources leaders who are responsible for implementing complex changes within their organizations will benefit from taking this course.

Linda Diefendorf	Three class meetings	PDU: 21	
\$499	University of Akron campus	Mondays Sept. 14 , 21 & 28	8:30 a.m. – 4:30 p.m.

**14795: Achieving Communication Excellence – Personal Performance**

A social and workforce environment that is lacking in basic communication skills is prone to more conflict, alienation, and lost productivity. This course will help you gain insight into your emotional intelligence and develop communication and problem-solving skills. Learn how to keep things in perspective and maintain an even keel in a busy and stressful environment.

Judy Anderson	One class meeting	PDU: 4	
\$89	1 <sup>st</sup> Congregational	Mon. Sept. 28	8:00 a.m. – Noon

**14816: Adobe Acrobat 9**

Acrobat allows people to communicate and collaborate using Adobe PDF files, the industry standard for electronic document exchange. You will learn to create PDF files from a variety of programs and share your files electronically so that others can view, print, and offer feedback. Prerequisite: proficient computer skills using Windows and common Office and Web browser applications.

Christina Perry	Once class meeting	PDU: 6	
\$119	Polsky M150	Friday October 2	8:30 a.m. – 4:30 p.m.

**14796: Speaking With Confidence – Professional Presentations**

Enhance your ability to deliver a clear message in a relaxed, professional and confident manner. Learn a simple four-step process for expressing your ideas and relaying information while overcoming nervousness and other personal barriers. Discover practical tips that will help you look at your presentation from the listener's point of view. Gain confidence and skills that will influence your audience by practicing and giving a 3-minute class presentation.

Judy Anderson	One class meeting	PDU: 7	
\$169	1 <sup>st</sup> Congregational	Mon. Oct. 26	8:00 a.m. – 4:30 p.m.

**14735: Microsoft Project**

If you are a project manager, you need to master the features of this tool for planning, tracking and managing one or more important projects. You will build a sample project from beginning to end, and manage the time resources and costs of the project - entering deadlines, assigning people to tasks, and controlling the budget. Includes the 10 common misconceptions about MS Project and pitfalls to avoid.

Michele Bobola	Two class meetings	PDU: 12	
\$199	Polsky 451C	Mon./Wed. Nov. 2 & 4	9:00 a.m. – 4:00 p.m.

**14797: Conflict Management Workshop**

This course focuses on the ability to optimize performance through effectively resolving issues, settling differences, and implementing solutions on every level. The Thomas Kilmann Conflict Mode (TKI) helps participants discover how their style of handling conflicts affects their performance. You will learn how to reach a "win-win" with co-workers and team members that will resolve conflict and increase the productivity and performance of your organization.

Judy Anderson	One class meeting	PDU: 4	
\$89	1 <sup>st</sup> Congregational	Mon. Nov. 16	8:00 a.m. – Noon

For more information or to register, call 330-972-7577 or visit [www.uakron.edu/ce](http://www.uakron.edu/ce)

**Workforce Development and Continuing Education**  
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