

About Executive Education

The University of Connecticut School of Business Executive Education Program partners with companies, agencies and organizations to develop customized education programs for executives and professional employees.

By partnering with the UConn School of Business the company, agency, organization and employees all benefit from the collective knowledge, research, experience and resources of an established institution that has been educating leaders for over 125 years.

The primary objective of the Business Mastery Program for Public Service Professionals is to provide a core set of business skills to enable public service employees to do their current jobs more efficiently and effectively, to make informed career decisions, and to obtain academic credit.

"I thoroughly enjoyed the professors and my classmates, and found the presentation of subject matter to be clear, fun, innovative, exciting, personalized and integrative. I would recommend this program to anyone who is ready to grow in understanding themselves, as well as in understanding how we affect others in the work environment and how we can affect change and community."

**Denise Landry, Chief of Engineering
Department of Children and Families**

"The information that I gained from this class I can directly apply at work on a daily basis. Some of the content has been the most invaluable information I received in my career. The professors were very supportive, inspiring and motivating."

**Adele Frost, Case Manager
Department of Developmental Services**

Time and Location

The 14-week courses will be offered in the spring and fall semesters based on the University's academic calendar. Classes will meet on Wednesday evenings from 5-8:00 p.m. at the Graduate Business Learning Center, 100 Constitution Plaza in Hartford (free parking is available in the attached parking garage).

Credits

Each course in the 2-course program will earn either 4 undergraduate or 3 graduate non-degree credits. Participants who expect to earn graduate credit for this program must provide an official transcript indicating the successful completion of an undergraduate degree.

Cost

Payment for each course is due at the beginning of each semester and is based on the current fees approved by the Board of Trustees. *The Board of Trustees and the Board of Governors for Higher Education reserve the right, at any time, to authorize changes.*

Undergraduate Non-degree Credit

Fall 2008

4 credits per course = \$ 1,244* per course

**As of spring 2009 the cost will be \$1,434 per course.*

Graduate Non-degree Credit

3 credits per course = \$1,770 per course

Commitment

Since the program includes credits, it should be expected that there will be considerable work outside of class time for readings, homework and assignments.

Registration

For further information and an application form:
www.business.uconn.edu/publicservice



For Public Service Professionals



www.business.uconn.edu/publicservice

About the Program

“The Department of Public Health has seen a direct benefit from the business skills acquired by our employees in the UConn Business Mastery program. These skills, combined with their programmatic expertise, are invaluable to the enhanced success of our agency.”

*Commissioner J. Robert Galvin, MD, MPH, MBA
State of Connecticut Department of Public Health*

The new Business Mastery Program for Public Service Professionals began in January 2008. The program was developed by the UConn School of Business Executive Education Program in conjunction with a state-wide public service consortium, a group of State agency representatives. The program is designed to deliver valuable management concepts and skills to professionals working in public service positions in State government or in government agencies. The two-course format offers *Introduction to Management* in the spring semester and *Introduction to Business Law, Accounting, Finance and Government* 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.

Introduction to Management

The *Introduction to Management* course is designed to provide students with a framework within which they can understand how managers and subordinates interact by focusing on the characteristics of individuals, groups, and individuals and groups within organizations. The first module begins by examining characteristics of individuals such as personality, motivation, and decision making styles.

Next the course focuses on group dynamics and how leadership, decision making, conflict

handling, and negotiation all interact to either help or hinder group performance. The course comes full circle and considers organizational structures and culture as well as how to manage and understand organizational change. A section of the course also focuses on ethics in the workplace – principles, criteria, myths, and strategic ethical leadership.

The final module in this course addresses labor relations topics including: managing unionized employees; the negotiation process; mediation; arbitration; just cause; and strategies for addressing discipline. The module also examines strategies for dealing with unions more effectively including responding to union grievances.

This entire course is designed to be interactive and thus, attention is given to both conceptual and experiential learning. Classroom time will be spent on a combination of lecture, video, case discussion, and group activities.

Introduction to Business Law, Accounting, Finance and Government

This entire course begins with an overview of the various types of employment law claims; discrimination; (race, age, sex, religion, disability, sexual harassment etc.); diversity; leaves of absence; drug and alcohol; privacy; workplace violence; and best practices for

hiring, reviewing performance and disciplining and terminating employees. There will be a series of practical exercises as well as a lecture component.

The second module in this course is Accounting and Finance. The objective of this module is to present a broad range of introductory accounting topics which should provide a basis for understanding key accounting principles and objectives. The participant should acquire the ability to read basic financial statements, and relate them to current real world events in the business realm and the public sector.

The final module in this course will examine public policy, its effects on society, especially business, and how public policy is developed. The class will learn what public policy is, the American interface of business and government and how our democratic system is a spectrum of relationships between elected and appointed officials and various sectors of society. Particular attention will be paid to the checks and balances inherent in the American system and the role of the mid-level governmental executive in policy formulation and execution. The focus will be on Connecticut state government processes.