

PROFESSIONAL DEVELOPMENT CERTIFICATES

All courses are given in English and are non-credit, unless otherwise specified.

MANAGEMENT CONSULTING (OFFERED IN-CLASS OR ONLINE)

This Professional Development Certificate in Management Consulting provides participants with valuable knowledge on: the consulting process, consulting methodologies and tools, the ethics of professional practice, project management, sustainable change, and interpersonal skills. The content of this program satisfies all of the curriculum requirements of the Certified Management Consultant (CMC) professional designation. ▶



- > Fundamentals of Management Consulting

- > Leading Sustainable Change

- > Professional Ethics in Management and Consulting

- > Project Management in Practice

- > Interpersonal Skills for Professionals

PARLIAMENTARY MANAGEMENT

This professional development certificate program is designed for mid-level parliamentary staff who have the potential to reach the highest levels of parliamentary management. The goal of this program is to advance parliamentary democracy by enhancing knowledge and understanding of democratic governance. The curriculum is based on international best practices and uses blended learning methods, including one-on-one mentoring, face-to-face networking, and online courses. By equipping parliamentary staff with competencies and skills, the program helps build the legislatures of tomorrow. ▶



- > Current Trends in Parliamentary Management (in-class at McGill)

- > Parliamentary Research and IT (online)

- > Corporate Management of Parliament I (online)

- > Corporate Management of Parliament II (online)

- > Parliamentary Committees (online)

- > Public Financial Management (online)

PROJECT MANAGEMENT

According to the Project Management Institute's (PMI®) Project Management Talent Gap Report, double-digit growth (more than 12 percent) in demand for project management professionals is expected between 2010 and 2020, resulting in almost 6.2 million jobs in 2020 globally. The main objective of this Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various nature and scale. Emphasis is placed on practical application of project management principles, tools and methodology outlined in the industry standard, the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*; techniques for building, leading and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing and facilitation; strategic and adaptive project management approaches to achieve business results. ▶



- > Comprehensive Project Management

- > Interpersonal Skills for Professionals

- > Professional Writing in Business

- > Strategic Project Leadership

One complementary course is also required:

- > Comprehensive Business Analysis

- > Leading Sustainable Change

- > Agile Project Management



PROFESSIONAL DEVELOPMENT

CERTIFICATES COURSES WORKSHOPS

McGill School of Continuing Studies

mcgill.ca /prodev

PROFESSIONAL DEVELOPMENT WORKSHOPS

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FALL 2017 & WINTER 2018

	DURATION	START DATE	Fee
Innovative Staffing Practices	1 day	October 26	\$545
Getting Ready to Lead	3 days	October 31	\$1,095
Coaching as a Management Skill to Achieve Exceptional Performance	2 days	November 9	\$895
Business Analysis for Project Managers	2 days	December 6	\$895
Strategic Succession Planning: Developing Tailored Solutions by Identifying Real Risks	1 day	February 8	\$545
Getting Ready to Lead	3 days	February 13	\$1,095
Brain & Leadership	2 days	February 19	\$895
Droit des contrats pour non-avocats : fondement des ententes et obligations (In French)	1 day	February 20	\$595
Project Management Essentials (2 days + MSProject 1 day)	2 or 3 days	March 8	\$895 / \$1,095
Authentic Leadership	2 days	March 20	\$895
Coaching as a Management Skill to Achieve Exceptional Performance	2 days	March 22	\$895
Write Better – Speak Better	2 days	April 4	\$745
Complex Problem Solving	2 days	April 11	\$895
Balanced Thinking Skills	2 days	April 16	\$895
Business Analysis for Project Managers	2 days	May 3	\$895

Please reference the website for the most up-to-date schedule

PROFESSIONAL DEVELOPMENT ONLINE COURSES

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PROJECT MANAGEMENT: PRACTICE & CERTIFICATION

Project management skills are required in any workplace – whatever your profession. Whether you need to understand the fundamentals or intend to prepare for the PMP Certification exam, the Project Management: Practice & Certification online course, developed by experienced McGill instructors, is a great place to start!

Learn at your own pace. Delve deeper into unfamiliar concepts. Perfect what you know. Solidify your understanding of project management fundamentals. Practice new skills. Focus on trouble spots. Expand your knowledge and know-how on your schedule – anywhere you go, at any convenient time. ▶



INTRODUCTION TO POST-TRAUMATIC STRESS DISORDER

This online course allows participants to gain fundamental knowledge about post-traumatic stress disorder (PTSD). Participants – professionals or students in mental health – will learn how to recognize the symptoms associated with PTSD and assess their frequency and intensity. This course also allows participants to familiarize themselves with the concepts of distress and peritraumatic dissociation.

This course uses the APA (American Psychiatric Association)'s DSM-IV-TR (Diagnostic and Statistical Manual) diagnostic criteria to define the symptoms of post-traumatic stress disorder. This course is recognized for the purposes of continuing education in psychotherapy by the L'Ordre de Psychologues du Quebec (OPQ). ▶



THE CHARTERED FINANCIAL ANALYST® (CFA)

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EXAM PREPARATION PROGRAM (LEVEL I, LEVEL II, LEVEL III)

The CFA® preparatory program at the School of Continuing Studies offers CFA® candidates a process that can help them increase their chances of success in the exam. The program provides candidates with the knowledge and skills necessary to prepare to take the CFA® Level I, II and III examinations. The program is fully aligned with the Chartered Financial Analyst® (CFA) Body of Knowledge™ curriculum and covers the required Learning Outcome Statements (LOS) for the CFA® examinations. This program uses SchweserNotes™ study material complemented and enhanced by McGill instructors, who will be sharing their expertise and exam writing strategies. The program concludes with an intensive final exam review workshop, which will replicate the actual CFA Level I, II and III exam experience. ▶

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BUSINESS ANALYSIS

Business Analysis is one of the fastest growing professions today. According to PMI's Pulse of the Profession®: Requirements Management – A Core Competency for Project and Program Success In-Depth Report (2014), inaccurate requirements gathering is the second highest cause of project failure yet only half of organizations have the resources in place to perform this function properly. Through 2019, over half of organizations expect to see an increase in their demand for Business Analysts and the integration of requirements management and business analysis with project management. This certificate will equip professionals with the knowledge and skills necessary to be effective business analysts: to understand business problems, recognize opportunities, and recommend solutions; to act as a liaison among business stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. ▶

> Comprehensive Business Analysis

> Interpersonal Skills for Professionals

> Applied Business Analysis

Two complementary courses are required:

> Agile Project Management

> Leading Sustainable Change

> Professional Writing in Business

> Introduction to Business Analytics & Data Modeling

BUSINESS VALUATION

Business valuations play an integral role in mergers and acquisitions, corporate tax planning, litigation, quantification of damages, venture capital and private equity. The Chartered Business Valuator (CBV) designation is the premiere credential for professional business valiators and litigation support advisors in Canada. The Canadian Institute of Chartered Business Valuators (CICBV) oversees the qualification, certification, education, and ethical and professional standards of Chartered Business Valuators, or CBVs. This certificate program provides participants with a sound working knowledge of business valuation theory and practice necessary to meet the educational requirements of the CICBV and to prepare to take the CICBV Membership Qualification Exam in order to obtain the CBV designation. ▶

> Introductory Business Valuation

> Intermediate Business Valuation

> Advanced Business Valuation

> Special Topics in Business Valuation

Two complementary courses are required:

> Litigation Support in Business Valuation

> Private Company Finance

> Introduction to Valuation For Financial Reporting

One complementary course is required:

> Professional Writing in Business

> Interpersonal Skills for Professionals

CHARTERED
BUSINESS
VALUATORS™

DIGITAL CONTENT AND COMMUNITY MANAGEMENT (OFFERED IN-CLASS OR ONLINE)

This certificate program provides working professionals with the knowledge and skills required to participate in social media on behalf of their organization or brand, to create effective content, to manage communities through online communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. Participants will also learn to monitor and track digital content; to carry out environmental scanning; to track trends and conversations with a view to influencing opinion and behaviour and enhancing their organization's digital footprint and reputation; and to identify and connect with customers. ▶

> Current Trends in Digital Communication

> Content Creation

> Strategic Digital Communications

> Social Media Strategies and Community Management

> Content Management and Architecture