The UAF Community & Technical College Center for Professional Development offers a wide variety of training opportunities for people to develop and maintain their professional business skills. Our seminars not only offer relevant course content taught by professional trainers, but are non-credit and award continuing education units (CEUs) necessary for career advancement in many professional organizations.

A CEU is a national standard of measurement awarded by leading universities, professional societies, trade associations and other organizations.

UAF CTC’s Professional Development department can also create a customized training to meet your organization’s individual needs.

We can deliver a customized seminar, create a certificate program specific to your industry, or supply your employees with CEUs. We welcome the opportunity to present these services at your location on the dates and times that work best for your employees, saving you time and money associated with tuition, travel and per diem.

Another service we offer is the facilitation of meetings for businesses and organizations. We can accommodate meeting space, technology and catering needs. Contact us to find out more!
Some local businesses and organizations who have benefited from our ProDev workshops include:
Holland America Princess
Fairbanks North Star Borough
Kinross
UAF
Date-Line Digital Printing
Dunlap Agency Inc.
Mt. McKinley Bank
Alaska USA Federal Credit Union
NAPA Auto Care

Professional Development offers customized training solutions to include incumbent training, meeting facilitation and strategic planning. We have trainers and facilitators who can customize a training session to meet the specific needs of your workforce or facilitate your meeting or planning session.

Here is a sampling of what we can provide:
- A thorough needs analysis to determine your company’s training needs.
- In-depth courses on topics that mean the most to your organization.
- Dynamic interaction with training experts and peers.
- Proven instructional methods and cutting edge course content.
- Improved employee performance and morale.
- Continuing Education Units (CEU’s) necessary for employee career advancement.
- A polished workforce to better represent your company.
- Training at convenient locations with flexible schedules.
- Reduced travel costs and hours away from the workplace.

Click, Call, or Email to learn more:
604 Barnette Street
Fairbanks, Alaska 99701
Toll Free: 877-882-8827
Local: 907-455-2800
UAF-CTC@Alaska.Edu
www.ctc.uaf.edu

Why Professional Development?
The business world is one of constant change. Position your company and your employees for success through training in areas such as personnel management, computer software operation, customer service skills, effective communication skills and more. These courses are offered throughout the year.

What Are Continuing Ed Credits?
Many of these courses offer continuing education units (CEU’s). A CEU is a national standard of measurement awarded by leading universities, professional societies, trade associations, and other organizations. In many careers, CEUs can lead to job promotions and pay raises.

Topics
Position your company and your employees for success. We’ve successfully delivered seminars on broad range of topics, including:
- Improving Employee Performance
- Quality Customer Service
- Stress and Time Management
- Performance Appraisal
- The Role of the Supervisor
- Persuasive Presentations
- Effective Problem Solving and Decision Making
- Discipline: Progressive and Constructive
- Human Resource Management for Supervisors
- Effective Communication Skills
- Leadership Skills in Public Organizations
- Effective Writing Skills
- Strategic Planning
- Strategies for Supervising Supervisors
- Budgeting and Financial Management
- Administrative Assistant Skills
- Effective Public Speaking Skills
- MS Office
- Conflict Resolution in the Workplace
- Project Management
- Interviewing Skills for Managers and Supervisors
- Ethics in the Workplace

Program Contact
CTC Information Desk
604 Barnette Street, Fairbanks AK 99701
907-455-2800

UAF is an affirmative action/equal opportunity employer and educational institution. Photo by iStockphoto.com.