Online Courses

2014-15

To activate individual/group logons, contact ejenkins@wcupa.edu, 610-425-7435. Final payment is due prior to start of course @ Online Registration.

Intercultural Communication It takes time, patience and mutual respect to build understanding and knowledge of differences. The 4-hour online workshop outlines the Building Blocks of Culture to define how we develop our beliefs, values, norms and social practices. These building blocks are carried forward throughout the course to foster better communication while gaining appreciation of other cultures in the workplace and beyond. Intercultural Communication provides the immigrant experience through their eyes that in turn, introduces us to another perspective within each module. With a focus on the global community and building relationships, the course promotes respect and insight, producing improved communications and associations. Learning is accomplished via engaging video presentations, real life scenarios and review.

Managerial Styles: Sharks, Carps, and Dolphins Working with a variety of personalities can be a challenge in business and in social gatherings. The aggressive shark, the passive carp, and the adept dolphin all exist for us to interact with regularly in our work and personal environments. This 4-hour online workshop presents 3 recognizable styles and explains how to spot them, how to work with them, and how to become your best dolphin. Based on 30+ years of experience with a variety of organizations, the presenters provide memorable descriptions with examples that are easily absorbed into our consciousness. Awareness of one’s personal managerial style, as well as others, is a benefit to everyone when used as a catalyst to initiate change, positively. Managerial Styles is a valuable coaching tool for any new or seasoned manager in the workplace. Learning is accomplished via video presentations, real life scenarios and thought-provoking, situational review and quizzes.

Fundamentals in Project Management is a 12-hour course designed to provide those new to project management with the essential basics. Online users will be equipped with the technical and procedural knowledge so they can apply the methods and tools to successfully undertake their first projects. Problem solving is interspersed with the following nine modules:

- Project initiation and organization
- Score definition and development of the concept
- Planning of activities and resources
- Risk analysis, monitoring and control
- Estimations, budget and cost control
- Quality planning and control
- Performance control and change management
- Training and team building, communication
- Project closing, lessons learned

Advanced Project Management is an 18-hour online experience for those who already possess the fundamentals in project management and would like to add to their knowledge or perfect skills in preparation for certification. The 9 advanced modules include:

- Methodology, stakeholders and roles within a project
- Estimations of costs and duration, planning and scheduling, and communication
- Distribution and supervision of work, integration management, quality assurance, performance reports and earned value analysis
- Identification, quantification, criticality and cost of risk
- Risk response and monitoring
- Supply management and contract management
- Acquisition and development of the team, diagnostic and measures
- Problem solving, negotiation and conflict management
- Business and projects, processes and project marketing