

## What are the benefits of taking these courses and completing a certificate program?

- Learn new skills to incorporate into your work for the City
- Learn new ways to improve overall success and efficiency
- Learn and practice the new software resources
- Gain skills to manage projects with multiple resources, timelines, and outcomes
- Improve your skills within project management, human resources, or communication
- Practice these skills over an extended period of time
- Dedicate learning time in a classroom setting
- Meet employees from other City departments
- Meet professionals from outside of the City
- Shows initiative that can be later documented during performance appraisals
- Take a proactive step to improve your knowledge base



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## City University

*Investing in CCSF's Workforce*

## Professional Certification Programs through San Francisco State University - College of Extended Learning



In May 2005, Mayor Gavin Newsom directed Phil Ginsburg, Director of Human Resources, to create City University to ensure San Francisco has the most educated and highly trained local government workforce.

The Department of Human Resources (DHR) is addressing the importance of career development for City employees by offering the following classes:

- o Program Management Certificate Program
- o Human Resource Management Certificate Program
- o Professional Communications Program

### Who can participate?

- Current full-time City employees who have completed their probationary period (if applicable)
- Must meet the prerequisites per course description (if applicable)
- Must have supervisor approval

### What does participation mean?

Each program has a required list of courses for each program. A certificate will be awarded upon successful completion of all required courses within a two-year period.

### How much does a program cost?

Course costs vary. However, through City University, 2/3 of the course costs will be paid by DHR and 1/3 will be paid by the employee (Note: employees may choose to use his/her tuition reimbursement to cover this portion, if available).

### When are classes held?

Course times will vary depending on the term. Check [www.cel.sfsu.edu/](http://www.cel.sfsu.edu/) for schedule details.

### What classes can I choose?

The following is a brief description of each program. In addition, in lieu of a Certificate Program, individual classes may be taken.

#### Professional Communication Skills Program

(10 openings)

Courses provide individuals the tools they need to be good communicators: the ability to express ideas clearly and concisely; to listen actively; to speak and write effectively

Total program cost: \$545 (\$181 employee cost)

<http://www.cel.sfsu.edu/brochures/fall06/communication.pdf>

#### Project Management Certificate Program

(10 openings)

Curriculum provides in-depth training in the essential elements of initiating and completing a successful project, including scheduling, estimating, risk management and developing interpersonal skills to manage teams in the most effective and efficient manner. It also includes theory and practice in using Microsoft Project as an essential project management software resource. Requires a minimum of 126 hours of instruction.

Total program cost: \$2,725 (\$908 employee cost)

<http://www.cel.sfsu.edu/brochures/fall06/project.pdf>

#### Human Resource Management Mini-Certificate Program

(10 openings)

This is a Mini-Certificate program in Human Resource Management for Non-HR Managers and Supervisors. The four-course program designed to give managers and supervisors essential human resources skills to successfully do their jobs without having to master the entire HR field. Requires a minimum of 56 hours of instruction within a two-year period.

Total program cost: \$1,040 (\$346 employee cost)

<http://www.cel.sfsu.edu/brochures/fall06/hrm.pdf>

### How will time in class be compensated?

If the class is held during your regularly scheduled work hours, DHR is encouraging City Departments to allow employees up to 50% of work time to attend the class. The remainder of the class time will be the employee's own time. Additionally, the following times will be employee's *responsibility*:

- Classroom time held during your non-work hours
- Commute time to and from the classroom location
- Time spent on lab work
- Time spent on homework

### Where will classes be held?

SFSU Downtown Center, 425 Market Street at Fremont. Accessible via public transportation and public parking is located close by.

### Do I pay for textbooks?

Some classes may require textbooks. If so, employees are responsible for purchasing them.

### What is the enrollment process?

1. Complete the information on the registration form and print it out.  
(<http://www.cel.sfsu.edu/register/fall2006/forms/regform.pdf>)
2. Complete the Supervisor's Approval form  
([http://www.sfgov.org/site/dhr\\_page.asp?id=34299](http://www.sfgov.org/site/dhr_page.asp?id=34299))
3. Fax the registration form and the Supervisor's Approval form to WD at 415 551-8907.
4. The employee and supervisor will receive confirmation of registration and amount to be paid by employee.
5. The employee must send their check made payable to SFSU College of Extended Learning to DHR-WD at 44 Gough Street.