

Combining experiential learning—"learning through doing"—with opportunities for professional growth. Organisations worldwide, including the majority of the Fortune 500, turn to AMA as their trusted partner in professional development and draw upon its experience to enhance skills, abilities and knowledge with noticeable results from day one.

• Certificate for the Administrative Professional

Members of the administrative support team require mastery of office skills, human relations insight and the ability to keep the operation running smoothly. This certificate will enhance these skills and increase the professional value of these individuals.

Curriculum

- Skills for Success: A Guide for Secretaries and Administrative Professionals
- How to Sharpen your Business Writing Skills
- Interpersonal Communication Skills in the Workplace
- How to Manage your Priorities
- Delivering Knock your Socks Off Service
- Practical Problem Solving in the Workplace
- Taking Control with Time Management

• Certificate in Human Resource Management

A guide to every aspect of human resources. This Certificate provides the know-how needed to succeed; whether you are a HR manager, new to HR, or in a non-HR profession with HR responsibilities.

Curriculum

- Performance Management
- Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices
- Fundamentals of Human Resources
- Successful Interviewing: Techniques for Hiring, Coaching and Performance Management Meetings
- Communication Skills for Managers

PLEASE NOTE:

AMA certificates are obtained over two semesters, and courses may be undertaken individually. Entrance is accepted in the Fall (September) and Spring (January) semesters.

• Certificate in General Management

Twenty-first century managers must be able to lead as visionaries, entrepreneurs, mentors, and team builders. This certificate provides the crucial foundational skills needed to contribute to the management of the organisation and to drive bottom-line performance.

Curriculum

- Finance and Accounting for Non-financial Managers
- Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices
- A Manager's Guide to Human Behavior
- How to Plan and Manage your Company Budget
- Communication Skills for Managers

• Certificate in Finance & Accounting

Finance and accounting are the backbone of any organization. This certificate provides information which will appeal to all managers and executives who need a practical, comprehensible lessons in using financial analysis to set business goals, measure results, and make smart decisions.

Curriculum

- Finance and Accounting for Non-financial Managers
- How to Read and Interpret Financial Statements
- A Manager's Guide to Financial Analysis
- How to Prepare a Financial Forecast
- How to Plan and Manage your Company Budget
- How to Write a Business Plan

For more information contact:

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