



CERTIFICATE PROGRAMS UPCOMING COURSES



Site Operations Jan. 17 – Feb. 21, 2017

Examine the key areas of day-to-day seniors housing operational concerns. The focus is on practical elements of managerial activity, relying on discussion and analysis of shared experiences. Examine business and hospitality functions and their relation to each other. The use of data as a management resource will be an important consideration throughout the course.

Program Development Jan. 24 – Feb. 28, 2017

Examine recreation and leisure activity planning. Focus on knowing your clientele, creating meaningful recreation and leisure opportunities and effectively planning the delivery of quality programs. Leave with a catalogue of recreation and leisure activities.

Communications and Conflict Management Feb. 28 – Apr. 4, 2017

Develop interpersonal and oral communication skills. Focus on gaining skills and knowledge to manage conflict and build relations. Come prepared to learn about the conflict management model, process and practices.

Management Principles Mar. 1 – Apr. 5, 2017

Examine key areas of management principles and common skills of effective managers. Focus on practical elements of managerial activity through discussion and analysis.

Older Adult Fitness Mar. 9 – Apr. 13, 2017 and May 4 – Jun. 8, 2017

Focus on understanding the impact of aging and good health on the individual; learn concepts of appropriate fitness and how to utilize them in your professional role. Gain the confidence to support aging adults to attain their full capability.

Personal and Professional Development Apr. 11 – May 16, 2017

Gain skills in presenting yourself professionally and achieving work life balance. Assess your personal and professional needs and develop an action plan to support short and long-term work and personal growth.

Aging Processes Apr. 12 – May 17, 2017

Gain knowledge of the aging processes. Understand the impact of aging on the individual and explore concepts of successful aging and how these understanding may be utilized.

Leadership Skills May 3 – Jun. 7, 2017

Acquire new knowledge and skills in leadership. Focus on moving an organization or a work group to a new, higher level of effectiveness, efficiency and/or workplace fulfillment.

Site Governance and Management May 4 – Jun. 8, 2017

Focus on the strategic management of a seniors housing site including the legal, political and ethical framework in which the manager achieves the organization's mission. Examine the general manager's role in forming an executive management team and in relation to governing entities.

For more information about upcoming courses contact us at ascha@ascha.com or visit [RDC Website](#).

- * **Site Manager Program Courses**
- * **Activity Coordinator Program Courses**
- * **Required Courses both for Site Manager and Activity Coordinator Programs**