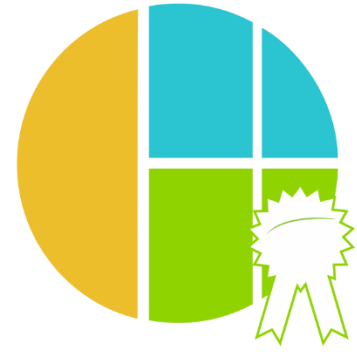
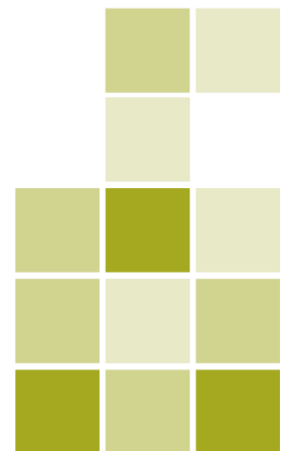


Site Manager Certificate Program



**SENIORS HOUSING
Certificate Programs**

**Your Window of Opportunity to Advance Your
Career in the Seniors Housing Sector**





History & Mission

The Alberta Seniors & Community Housing Association (ASCHA) has worked with Red Deer College (RDC) since 1996 to develop and deliver a specialized certificate program for Site Managers. ASCHA and RDC are proud to offer accessible, flexible and specific learning opportunities in the rapidly growing seniors' housing sector.

Program Description

The Site Manager Certificate Program is designed for individuals with an interest in attaining leadership positions in seniors housing, while increasing their understanding of governance and management principles. The program teaches frontline management skills for operations and personnel, as well as effective handling of communication and conflict resolution within the parameters of the aging process.

Program Outcomes

Upon completing this program, you will be able to:

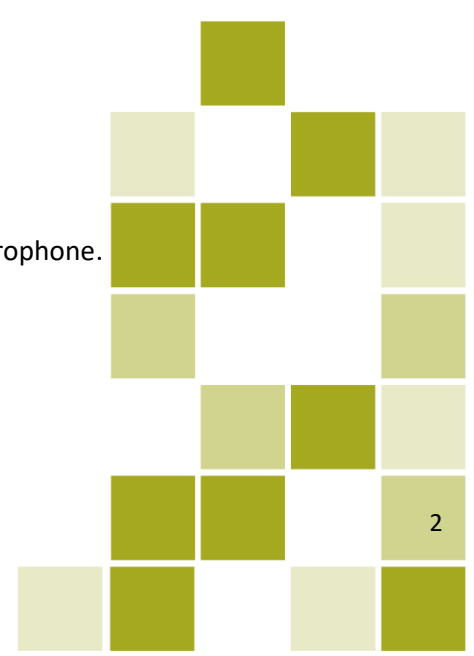
1. Model leadership that supports residents, staff and organizational success.
2. Create and maintain organizational stability.
3. Employ a philosophy of person-centred focus.
4. Construct practices and procedures to support your community within policy and legislation.
5. Plan and engage in constructive management conversations with staff.
6. Equip staff with the training and tools necessary to competently perform their jobs.

Audience

This online Certificate Program is ideal for new and aspiring site managers as well as for any individual who would like to advance in the seniors housing industry.

Certificate Requirements

- Students must take 7 (4) core courses and (3) elective courses.
- Each course is six hours: one hour for six consecutive weeks.
- Class time: 7:00 pm - 8:00 pm MDT time.
- All course material is delivered online.
- Industry relevant instructors.
- No pre-requisites or online learning experience required.
- Technical requirements: reliable Internet connection, headset and microphone.



Core Courses

ASHA 120 Communication & Conflict Management

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

ASHA 122 Site Operations

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.

ASHA 123 Site Governance & Management

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.

ASHA 125 Aging Processes

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

Elective Courses

ASHA 121 Leadership Skills

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.

ASHA 124 Human Resource (HR) Management

Discover the framework for a successful HR function. Explore common HR methods and clarify roles and responsibilities within the seniors housing site.

ASHA 126 – Management Principles

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

ASHA 129 Personal & Prof. Development

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

ASHA 131 Essentials of Finance

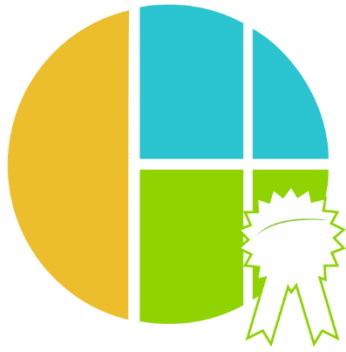
Improve your financial acumen. Learn how to analyze financial statements, make capital budgeting decisions, and manage a budget. Emphasis in this course is on the practical application of theory through practice exercises/examples.

ASHA 132 Risk Management

Risk management is a critical skillset in organizational best practices. Effective risk management reduces negative impact of crises and provides tangible benefits and cost savings. This course introduces students to identifying risks within the operations and gives them tools to mitigate and/or defer risks through risk management activities, responding to risks, resourcing controls and reaction planning.

Prior Learning/ Approved Equivalencies - None.

ASCHA's NOBLE CAUSE: Seniors are empowered to have choice and a life of purpose, wherein they are honoured, valued, and respected.



SENIORS HOUSING Certificate Programs



Continuing Education

Grading System

The methods of evaluation are based on applied learning opportunities relating to the profession. Completion/submission of all assignments and projects is required. A grade of Successful (S) and Unsuccessful (U) will be assigned. A 65% average or better on course work outline in Methods of Evaluation with 80% attendance of Online Blackboard Sessions in the class will constitute an "S". You must acquire a successful grade in all courses in order to receive the certificate. As per the Red Deer College grading policy, percentage grades will be converted to the grade of Satisfactory or Unsatisfactory for non-credit career development programs.

Scholarship

Laura Crawford Certificate Program Scholarship Award - Sponsored by ASCHA

The Laura Crawford Scholarship Award of \$1000 is granted to one applicant, every year, registered in or attending the Site Manager or the Activity Coordinator Program. Visit ASCHA's website for details on how to apply: www.ascha.com/education_scholarship.php.

Course Registration

Register [online](#) or by phone at 403.357.3663. ** All ASCHA Members receive 25% off their tuition fee.*

Refund Policy

Full refunds are available if the School of Continuing Education cancels the course. If you must withdraw from a course, please notify RDC at least 2 business days before the course begins and we will attempt to accommodate you into another course or issue you a refund less a \$30 cancellation fee. Registration cancellations within 2 days of the course starting date are not eligible for refund.

Admission

There are no prerequisites. Ideally, students will have some experience working in seniors' housing.

Contact Information

RED DEER COLLEGE (RDC)

SCHOOL OF CONTINUING EDUCATION

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Red Deer, AB T4N 5H5

Phone: 403.356.4900

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