MEMORANDUM

TO: UW-Madison Academic Staff Members
FROM: Professional Development and Recognition Committee (PDRC)
    Jeff Armstrong, Chair
RE: 2015 Executive Education Course Grants

The Center for Professional and Executive Development at the Wisconsin School of Business – in coordination with the Office of the Secretary of the Academic Staff – is offering FIVE single-course enrollments for UW-Madison Academic Staff professional development. The main objectives of the grant program are individual professional development, improved program quality, and improved institutional effectiveness.

The course enrollments are limited to either a two (2) or three (3) day course offered in one of the following areas:

- Business Analysis
- Finance
- Leadership
- Management
- Marketing
- Project Management
- Sales
- Six Sigma

Individual courses – no longer than three days – may be selected from many of the 200 Executive Education programs offered. **There is no cost to your department or division.** Courses can be taken July 1, 2015 – June 30, 2016. View the latest offerings, fees, topics and course descriptions at: http://bus.wisc.edu/cped/courses-for-individuals

The PDRC will select FIVE grant recipients. Criteria will be based on how the course will help you improve effectiveness in your current position, importance to your unit or department.

Online applications must include:

1. Completed online application form including brief justification regarding course selection
2. Resume
3. One or two letters of support from your supervisor or a colleague identifying how this course will impact the applicant, unit, department or division

**DEADLINE FOR APPLICATION – Friday March 27, 2015**
Please submit all of the required information by **Friday, March 27, 2015 online** at:
https://apps.ohr.wisc.edu/staffdev/

If you have questions, please contact PDRC members Jay Ford (jhfordii@wisc.edu) or Alison Rice (rice@saa.ls.wisc.edu)