

Supervisory Certificate

Do you ever face issues such as turnover, low morale, or business growth? Today's workplace presents all new challenges to supervisors. This unique program offers a comprehensive blend of theory and experiential learning tools that prepares today's supervisors to succeed! Each unit lasts five weeks. Take these highly interactive classes as a complete unit, or just attend the specific session modules you want! You'll leave each class session with knowledge and skills you can immediately apply on your job!

Courses can be taken in any order!

Cost: \$299/unit OR Take any module for \$79*

***A small number of modules use assessments and are priced at \$99.**

Who Should Attend? New and experienced supervisors will learn and practice skills that will increase productivity and morale. Team leaders, project managers, and aspiring supervisors are also encouraged to attend.

Unit 1: Finding the Supervisor Within - CELSD 511

- Introduction to Supervision - CELSD 555
- Understanding Personality Types - CELSD 517*
- Working in an Ethical Manner - CELSD 518
- Getting Things Done Under Pressure - CELSD 580
- Accepting Personal Accountability - CELSD 519

Unit 2: Communicating for Impact - CELSD 512

- Understanding Your Communication Style - CELSD 535*
- Essential Communication Skills - CELSD 571*
- Conflict Resolution - CELSD 613
- Coaching & Counseling – Part 1 - CELSD 660
- Coaching & Counseling – Part 2 - CELSD 690

Unit 3: Developing and Retaining Talent - CELSD 513

- Getting Off on the Right Foot –
Selecting the Best Person for the Job - CELSD 691
- Defining Performance Expectations - CELSD 566
- Evaluating Performance - CELSD 567
- Motivating to Excel - CELSD 692
- Managing Teams & Work Groups - CELSD 578

Unit 4: Managing the Process - CELSD 514

- Setting Goals & Objectives - CELSD 693
- Planning for Results - CELSD 583
- Analyzing & Solving Problems - CELSD 694
- Making Solid Decisions - CELSD 695
- Leading in a Changing Environment - CELSD 696

Unit 5: Leading for Desired Results - CELSD 515

- The Challenge of Leadership -
Legally Speaking - CELSD 577
- Effective Delegation - CELSD 698
- Productive Partnerships - CELSD 697
- Valuing Diversity - CELSD 699
- Core Leadership Skills - CELSD 540



Northeast Campus (Tuesdays – 1:30 - 4:30 p.m.)

- Unit 2: Feb 21 - Mar 20
- Unit 3: Apr 3 - May 1
- Unit 4: May 15 - Jun 12
- Unit 5: Jun 26 - Jul 24
- Unit 1: Aug 7 - Sep 4
- Unit 2: Sep 18 - Oct 16
- Unit 3: Oct 30 - Nov 27

Airport Campus (Thursdays – 6:00 - 9:00 p.m.)

- Unit 3: Feb 23 - Mar 22
- Unit 4: Apr 5 - May 3
- Unit 5: May 17 - Jun 14
- Unit 1: Jun 28 - Jul 26
- Unit 2: Aug 9 - Sep 6
- Unit 3: Sep 20 - Oct 18
- Unit 4: Nov 1 - Dec 6

To register, call (803) 732-0432 or visit mtctraining.com.

Let us modify any of these standard classes or create a custom course for your organization! For more information or to find out about bringing this course to your organization, contact Connie Hill at (803) 732-5213 or hillc@midlandstech.edu

