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Supervisory Certificate of Excellence

Get ready to influence and inspire your team!

Are you interested in moving into a supervisory role? Do you need to improve your supervisory skills? Supervisors are responsible for making sure other employees are doing their job and performing to the best of their ability.

This certificate program cultivates the critical supervisory skills that you will need to develop others, monitor performance and make decisions.

This certificate includes:

- ✓ Minimum 48 hrs. of Training
- ✓ Six L&OD Courses
- ✓ Chart Your Own Progress
- ✓ Completely Instructor-Led

✓ CEUs: Up to 3*

**CEU credits vary based on course selection.*

Please be advised that only full day (8 hour) courses qualify as electives for the certificate program.

Why Should I Attend?

- ✓ Practice key managerial communication skills.
- ✓ Explore the Situation-Behavior-Impact (SBI) model for giving positive and developmental feedback.
- ✓ Discover coaching styles and align those styles with employee needs and the situations they are in.
- ✓ Identify performance development needs of staff.

Certificate Requirements:

#1: Register for and Complete Three Core Courses

1. Moving from Peer to Supervisor
2. Keys to Supervisory Success
3. Fundamentals of Coaching

#2: Register for and Complete Three Elective Courses (See next page.)

Chart Your Progress!

If you are planning for career progression into the field of supervisor or are an existing supervisor wishing to strengthen your skills and become more effective at your job, a professional development plan can help. Create your plan and chart your progress towards obtaining your Supervisory Certificate of Excellence.

CORE COURSES (REQUIRED)

Moving from Peer to Supervisor:

Registered Completed Date:

Keys to Supervisory Success:

Registered Completed Date:

Fundamentals of Coaching:

Registered Completed Date:

Recommended L&OD Electives* (Choose Three)

**If you use any core course as an elective, you will not be able to earn the certificate where that core course is a requirement.*

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| <input type="checkbox"/> Communicating with Diplomacy & Tact 2** | <input type="checkbox"/> Project Management Level 2** |
| <input type="checkbox"/> Critical Thinking Skills | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Crucial Conversations | <input type="checkbox"/> Feed Forward: Giving & Receiving Critical Performance Information |
| <input type="checkbox"/> Crucial Accountability | <input type="checkbox"/> High Performing Teams |
| <input type="checkbox"/> Essential Presentation Skills | <input type="checkbox"/> SAP Performance Management Best Practices (for DUHS only) |
| <input type="checkbox"/> Fundamentals of Business Writing | <input type="checkbox"/> Storytelling: Advanced Presentation Skills |
| <input type="checkbox"/> Managing Multiple Priorities | <input type="checkbox"/> Situational Leadership |
| <input type="checkbox"/> Navigating Challenging Personalities | <input type="checkbox"/> Transformational Leadership |
| <input type="checkbox"/> Notary Public | |
| <input type="checkbox"/> Project Management Level 1 | |

***This course has a prerequisite requirement.*

Please refer to the course listing.