

Business & Administrative Development



Supervisory Training Certificate

How effectively do you manage the performance and productivity of your team? Develop the critical skills needed to effectively delegate work, assess employee performance, and resolve employee conflicts as you create a team environment for your employees.

Overview

The Supervisory Training Certificate provides first time supervisors with the skills and competencies needed to effectively communicate and motivate their employees, to effectively delegate work to their employee, to resolve any workplace conflicts, and to manage the performance of their direct report.

Benefits/Objectives

All six courses of the Supervisory Training Certificate focus on skills and techniques that might be required of an effective and efficient supervisor. After completion of the six courses, the student will become a more effective supervisor.

Course Information & Registration

- Role of Supervision & Effective Communication Skills
- Successful Coaching
- Motivational Strategies
- Leading the Team
- Resolving Conflicts
- Effective Delegation Strategies

Intended Audience

The Supervisory Training Certificate is designed for individuals with less than five years of experience in supervision or those who have not received prior formal supervisory training. It is also recommended for individuals who are interested in becoming a supervisor or manager.

Awarded Certificate

After successful completion of the program, participants will earn the Supervisory Training Certificate.

For More Information

Visit www.ceu.csupomona.edu/go/supervisorytraining

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