SELF-GUIDED SUPERVISORY SKILLS CERTIFICATE PROGRAM

What's it About?

The Self-Guided Supervisory Skills Certificate Program is a 36-hour training series, consisting of seven core subjects and five elective subjects. The series provides key principles for supervisors and offers tools to lead others effectively. The workshops include discussions, group exercises, and other activities designed to encourage participation.

Who Should Attend: Anyone seeking to strengthen their supervisory and managerial skills.

Leadership Development for Supervisors   *Completed:* _____ .
Supervising others presents many challenges. This workshop provides supervisors with the understanding and skills for becoming an effective and valued leader.

Teambuilding Part 1: Basics   *Completed:* _____ .
Successful organizations are based on teamwork at every level. This workshop is an introduction to the methods of building and sustaining teams.

Interviewing & Hiring   *Completed:* _____ .
Behavior-based interviewing techniques are explored. Participants will learn to prepare and conduct interviews that will find just the right people for their organization.

Performance Management, Proactive Approach to Personnel Issues, or
Performance Management: A Proactive Approach   *Completed:* _____ .
This workshop presents an effective system that includes the use of performance management and progressive discipline policies for satisfactory results and optimal employer/employee relations.

Coaching Skills for Managers: Part 1   *Completed:* _____ .
Coaching is about working with staff to reach organizational goals. Participants will explore ways to incorporate coaching into their role as a manager.

Communications Skills or
Cross Generational Communication Skills   *Completed:* _____ .
Strong and effective communication skills are needed to ensure personal success. The ability to get your message across, clearly and succinctly – in spoken, written, and electronic communications – is critical for interacting and working with clients, staff, and vendors.

Cultural Competence   *Completed:* _____ .
A lack of awareness about cultural differences in the workplace can lead to misunderstandings. This workshop is an introduction to the basic ideas and skills involved in developing personal cultural competency.

Electives: Any course listed under our Human Resource Development category, which is not specified above may be counted as an elective (excluding the workshop, "Preventing Sexual Harassment in the Workplace").

1. _____   2. _____

3. _____   4. _____

5. _____

The mission of Nonprofit Management Solutions is to *help people in nonprofit organizations to achieve their missions.*