

BUSINESS & MANAGEMENT

Management Certificate

If you are being asked to manage, supervise or lead a team, or want to refine your management skills, have no formal supervisory training, are about to be promoted, or are just thinking about management as a career path, this program is for you.

Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

To qualify for the Management Certificate, you must complete eight courses:

- Five required courses, plus
- Three courses selected from the list of electives on pages 16-18.

Total Program Cost for Eight Courses: \$898 (Save \$302)

Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:

5 required courses and 3 electives: \$1,200 if paid separately (\$150 per course).



REQUIRED COURSES

The Role of the Manager

CEU 0.6

The key to managerial success – how to achieve positive results from your staff or team – is the highlight of this foundational course. Learn to identify your management style, its effect on others and how to adapt your style as necessary. Exercises and discussion will reinforce critical administrative roles and responsibilities – planning, organizing, controlling, motivating and leading.

Tuition: \$125 + general fee \$25. Total \$150

CBMA 706-17 Saturday, 9 a.m.-4 p.m.,
September 16

The Planning Process

CEU 0.6

The ability to successfully plan and manage new and ongoing projects is at the core of a manager's responsibilities. Some steps in the process are intuitive, while others are more complex and require extra time and resources. Through activities and discussion, learn about the typical phases in the planning process and guidelines to ensure that the planning and implementation of a project are both successful.

Instructor: J. Ottley

Tuition: \$125 + general fee \$25. Total \$150

CBMA 711-05 Saturday, 9 a.m.-4 p.m.,
September 23



Effective Communication

CEU 0.6

Communication is not just about speaking; it is about listening and understanding what others are saying, as well as knowing how to bridge communication gaps that often detract from meeting goals and objectives. The most successful managers, supervisors and team leaders are excellent communicators. They know how to motivate, empower and influence to facilitate the desired workplace outcomes.

Tuition: \$125 + general fee \$25. Total \$150

CBMA 709-17 Saturday, 9 a.m.-4 p.m., October 7

Managing Your Staff and Team

CEU 0.6

Today's managers must be effective team builders in order to remain relevant. Through lecture and activities, learn strategies to transform a group into a team and maximize the potential of individuals. Practice techniques to build an environment that stimulates creativity, engages and sustains employee interest and commitment, uses conflict constructively and is able to overcome resistance to change.

Instructor: J. Ottley

Tuition: \$125 + general fee \$25. Total \$150

CBMA 712-05 Saturday, 9 a.m.-4 p.m., October 14

Key Human Resource Issues for Non-HR Managers

CEU 0.6

In this practical and interactive session, learn how to identify and address employment issues that every manager should know about – racial bias and sexual harassment in the workplace, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and part-time hour maximums. Additional topics include hiring for success by using proven interviewing techniques and methods to coach and counsel employees and turn corrective action into a positive experience.

Instructor: J. Ottley

Tuition: \$125 + general fee \$25. Total \$150

CBMA 713-05 Saturday, 9 a.m.-4 p.m., October 21



REGISTER NOW!

Register now with your
Visa, Master Card, Discover/Novus

Call 732.906.2556

