

# Supervision Certificate

Certificate Number 90-196-1

## Description:

The Supervision Certificate is designed for people who wish to acquire and improve their skills in a modern leadership role. These three-credit courses also apply toward the 66 credits necessary to earn the Leadership Development associate degree. Courses are offered in alternative delivery formats.

## Certificate Completers Will be Able to:

- Analyze the role and duties of a supervisor.
- Recommend measures to address budget and production problems.
- Handle organizational conflict.
- Create a motivating environment.
- Manage time and stress.
- Analyze the characteristics of an effective leader.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-191 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Supervision</b> ...application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3
10-196-193 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Human Resource Mgmt</b> ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.	3
10-196-189 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Business and Information Technology Division, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu