Supervisory Certificate Program

SCP Summer 2024
The Supervisory Certificate Program is designed to give staff professional development training in supervisory and leadership competencies, policies and procedures, and people skills. Courses can be taken as stand-alone courses or as a complete certificate program.

Change is the New Constant (Formerly Dealing with Organizational Change)

Wednesday, July 10th 2024 | 8:30 am – 4:00 pm
Zoom | Course Code 2009 | $70

Change is a daily occurrence and is often unforeseen or unpredictable. What we can control is how we deal with change. Participants enhance their ability to deal positively and effectively with organizational change. Understanding the change cycle allows participants to utilize strategies to manage each stage.

Powerful Presentations

Wednesday, July 17th 2024 | 8:30 am – 4:00 pm
Zoom | Course Code 8004 | $70

According to national surveys, fear of public speaking ranks among Americans’ top dreads, surpassing fear of illness, flying, terrorism, and often the fear of death itself. This course is designed for employees who want to enhance their public speaking and presentation skills and use visuals and handouts effectively. Learn how to manage the stress of public speaking and challenging questions.
**Supervisor Institute**

Tuesday, August 6th 2024 & Thursday, August 8th 2024 | 8:30 am – 4:00 pm  
Zoom | Course Code 2001 | $140  

Participants establish supervisory skills and acquire techniques to enhance communications, motivate staff, lead meetings, delegate effectively, manage their time, provide coaching and facilitate change within an organization.

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**Employee Relations Solutions**

Wednesday, August 21st 2024 & Thursday, August 22nd 2024 | 9:30 am – 12:00 pm  
IN PERSON | Course Code 2017 | $70  

*Offered In person at the Human Resources Office*

Dealing with employee relations issues can be one of the most challenging parts of a supervisor’s or manager’s job. Gain the knowledge and skills necessary to improve your management skills and effectively resolve the most common employee issues: performance, attendance, and conduct. Also, learn about progressive discipline and the different forms of corrective action.

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**Emotional Intelligence in the Workplace**

Wednesday, August 28th 2024 | 8:30 am – 4:00 pm  
Zoom | Course Code 8013 | $70  

Emotional intelligence (EI) is vital to being an effective and high-performing employee, supervisor, and leader. Explore the EI competencies: self-awareness, social awareness, self-management, and relationship management. Learn and apply the tools and techniques to establish an EI framework to optimize your professional performance and working relationships.