Progress your leadership capacity with this series of workshops designed to equip you with the latest management tools and best practices. Using techniques and strategies from some of the most effective leaders in business, develop a level of competency that will help you maximize your performance as a leader, as well as enhance the overall functionality of your team to produce a successful outcome. Design your own path; complete all the workshops to earn your credential, or choose just the ones that interest you.

Whether you're just starting out or looking to develop your existing leadership role, this program will introduce you to key project and change management tools to help boost your leadership potential. Build proficiency in basic delegation and communication strategies. Explore conflict management techniques and learn how to handle and diffuse discord within a team. Learn how to rally your team together to both embrace and tackle any issue that comes your way. Demonstrate what's possible through confidence and a well-designed plan to transform your vision into reality.

WHAT YOU'LL LEARN

- Essential tools to be an effective supervisor
- Core managerial skills and strategies for managing change
- Communication techniques for delivering information with success
- Methods to achieve key organizational results through coaching and mentoring
- Principles and dynamics for high performance work teams

_FORMAT_

Hybrid

_TOTAL UNITS_ 7

_TUITION_ $2,000

_COMPLETION TIME_ 3 months

_FORMAT_ Hybrid

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Specialized Professional Program in Supervision and Leadership

**BENEFITS OF EARNING A CERTIFICATE**

There are several reasons why, Bachelor's degree in hand, you might be considering continuing your studies. An upgraded education section on your resume can open the door to a new career, or, if you’re already working, lead to a promotion and a higher salary. While you’re working, going back to school is an excellent way to stay current in rapidly changing fields, or, if you’ve been away from the workforce for a while, to quickly get caught up in the latest trends, concepts, and advances.

While there are as many paths to follow, as there are reasons to follow them when approaching continuing education, there is enormous value in terms of time, financial investment, and personal flexibility while gaining practical training from working professionals in your industry that extends beyond the theory of the classroom and into the real world.

**PAY AS YOU GO**

**Pay per individual course as you register.**

**AVERAGE COURSE TUITION**

$225-$275 PER (1 UNIT) COURSE

*Learn more about tuition assistance.*

**CAREER INFORMATION**

**IN-DEMAND FIELD**

Jobs are projected to grow at a rate of 24% over the next 5 years.

**STRONG EARNING POTENTIAL**

Median Salary $119,532

**VARIETY OF JOBS TO CHOOSE FROM**

- Development Manager
- Supervisor
- General Manager
- Leadership Development Manager
- Management Consultant

**SKILLS FOR SUCCESS**

- Critical Thinking
- Time Management
- Judgment and Decision Making

**REALITY CHECK. WHAT YOU WILL DO ON THE JOB.**

- Making Decisions and Solving Problems
- Advise others on business or operations matters
- Prepare research reports
- Analyze jobs using observation, survey or interview techniques
- Analyze business or financial data
Specialized Professional Program in Supervision and Leadership

STUDY PLAN
Our certificate programs are designed to be flexible, allowing you the option to take just a few courses or earn the complete certificate. If choosing to complete the certificate, we recommend you get the most out of your experience by following the suggested completion path below.

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Required Courses</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding Your Role as Supervisor MGT X465.1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Managing High Performance Teams MGT X465.2</td>
<td>1</td>
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<tr>
<td></td>
<td>Communicating Effectively MGT X469.02</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Project and Process Management MGT X465.3</td>
<td>1</td>
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<tr>
<td></td>
<td>Motivating, Managing, and Developing Others MGT X465.4</td>
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<tr>
<td></td>
<td>Managing Through Workplace Inclusion MGT X465.5</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Moving Through Change MGT X465.6</td>
<td>1</td>
</tr>
</tbody>
</table>

ARE YOU READY FOR YOUR NEXT STEP?
Schedule an appointment with a Student Success Coach to get started. extension.ucr.edu/coach

*For a full list of policies and procedures, check our website.*