



University Extension
Professional Studies

LEAD BY EXAMPLE

Specialized Professional Program in Supervision and Leadership



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

 **TOTAL UNITS**
7

 **TUITION**
\$1,925

 **COMPLETION TIME**
12 months

 **FORMAT**
Hybrid



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extension.ucr.edu/advisors

951.827.4105 | extension.ucr.edu

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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.

KEY BENEFITS INCLUDE:

- UC quality curriculum
- Professional endorsements
- Schedule flexibility
- Variety of courses and programs
- Instruction from professional leaders in the industry

PAY AS YOU GO



Pay per individual course as you register.

COURSE TUITION RANGE
ALL 1 UNIT COURSES ARE **\$275**

*Learn more about [tuition assistance](#).

CAREER INFORMATION



IN-DEMAND FIELD

Jobs are projected to grow at a rate of 6% over the next 5 years.



STRONG EARNING POTENTIAL

Median Salary **\$130,980**



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



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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.

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

ARE YOU READY FOR YOUR NEXT STEP?

Schedule an appointment with an **Advisor** to get started. extension.ucr.edu/advisors

