

# Supervisory Leadership Certificate Program



The University of Wisconsin-Green Bay is pleased to announce a certification opportunity for UW-Green Bay supervisors. The Supervisory Leadership Certificate Program for UW-Green Bay supervisors is a collaboration between the Small Business Development Center and Human Resources. The program is designed to help supervisors build leadership skills, invest in their employees, and advance their department. Participants will have three years to complete the program, and can select elective topics that meet their needs and move their careers forward. Each semester, five supervisors will be selected to begin this program. Approximately \$300-\$400 in expenses for course materials and other items will be charged to the department. Supervisors are encouraged to discuss the cost with Division Heads/Area Leaders if funding is a barrier to participation.

**To earn the UW-Green Bay Supervisory Leadership Certificate participants must:**

- Complete the two core courses
- Complete eight one-day elective courses (one two-day elective counts as two one -day electives)

## CORE COURSES

### **Supervisory Leadership 101**

Supervisory Leadership 101 offers guidance for aspiring or new leaders and pragmatic recommendations for leaders who seek to develop strong teams and drive outstanding results. Explore different leadership styles and discover your own unique style. Understand the transition into leadership and how your role and responsibilities are defined.

Leadership is a conscious choice. Gain the tools and approaches necessary for professionals at all stages of the leadership lifecycle to understand their role, establish fundamental practices, integrate their actions with the organization's strategy, and motivate and inspire their teams.

### **Supervising for Success: Effective Management for the UW-Green Bay Workforce**

This interactive, two-day course will introduce participants to leadership and supervision topics specific to UW-Green Bay. Campus and UW-System policies and procedures will be highlighted and discussed. Topics will include (but are not limited to) employee relations, performance evaluations, position description development, recruitment, legal issues, new employee resources, reclassifications, career progressions, and mentoring.

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## 2016-2017 ELECTIVE COURSES (more may be added)

- Coaching for Performance
- Leading with Emotional Intelligence
- Leading Multiple Generations & Diversity
- Hiring Wisely
- Leading without Authority
- Leading with Facilitation and Meeting Skills
- Leading with Humor
- Tips, Techniques, and Trends in Leadership
- Effective Communication
- Marketing for Small business & Social Media Strategies
- Teamwork, Collaboration, and Conflict Resolution in the Workplace
- Sales Techniques and Motivating your Sales Team

Course descriptions and dates are available at:

<http://www.uwgb.edu/sbdc/html/programs.asp>

Eight paying registrants are needed to go forward with a workshop. Thus, discounted employee registrants would have to be counted after this number. Courses may be cancelled if there are not enough paying registrants. We would let registrants know about the cancellation, per e-mail, one to two weeks prior to the start of the workshop. Also, per the cancellation/refund policy, registrants “must cancel no later than seven (7) business days prior to the start of the workshop.”

## IF INTERESTED:

1. Employee completes the top section of the [Supervisory Leadership Certificate Program Interest Form](#) and forwards electronically to their supervisor.
2. Supervisor writes comments on the form, signs, and forwards to Area Leader via the Dean/ Division Head (if applicable) for review and signature. Forms must be received by the Area Leader no later than September 16th. Area Leader forwards form with complete signatures to HR.
3. HR distributes forms to the Position Review Committee for consideration at the end of September

## FOR MORE INFORMATION, PLEASE CONTACT:

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