

## SUPERVISORY LEADERSHIP

Badge Title	Course Description	Value Statement	Learning Outcomes	Assessment #
<p>Title: Developing Yourself and Others Total hours: 6</p>	<p>This foundational class includes the CliftonStrengths34 assessment and will help to transform potential into performance. This course is built to help leaders understand and embrace their natural strengths. Assessment results can be used to build new awareness to develop strategies to meet and exceed personal and professional goals. This class will investigate how an individual's strengths can play a role in team dynamics and what each person's strengths bring to the group.</p>	<p>Individuals who complete this course will have achieved a better understanding of how they accomplish goals, build relationships, think strategically, execute plans, influence others and manage teams.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:            -Understand your natural strengths in a deeper way.            -Take ownership of your strengths to achieve a new level of self-awareness.            -Learn to apply your strengths and natural talents to foster positive change in your personal and professional life.            -Learn team strength dynamics to drive individual and organizational skills.</p>	<p>Individuals will be assessed using the following methods:            CliftonStrengths34            -Discussion            -Assessments            -Case studies            -Exercises</p>
<p>Title: Helping Your Team Achieve Optimal Organizational Management Total hours: 6</p>	<p>This class will explore best practices for leading initiatives based on an individual's ability to communicate, collaborate and plan. Activities will focus on how to achieve results by making sound decisions, delegating tasks, managing time/priorities, and allocating resources efficiently.</p>	<p>Individuals who complete this course will have learned effective project and organizational management, time management, delegation, resource management techniques and skills.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:            -Learn strategies for setting effective priorities and goals.            -Identify and learn ways to overcome obstacles in achieving personal and organizational success.            -Determine effective uses/allocation of financial &amp; human resources            -Learn ways to assess progress and make adjustments from results achieved.</p>	<p>Individuals will be assessed using the following methods:            -Discussion            -Assessments            -Case studies            -Exercises</p>
<p>Title: Change Management: Leading through Change Total hours: 6</p>	<p>This class will examine how humans naturally react to change and uses practical tools that will help to guide a team through changes impacting an organization now and in the future.</p>	<p>Individuals who complete this course will have achieved a better understanding of how to manage change when it happens by providing skills and techniques that make navigation of change more manageable for employees and throughout the organization.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:            -Discover the impact that change has on your team.            -Identify how people react to change and how it affects others.            -Understand responsibilities of supervisors and change leaders.            -Examine the five steps to successful change management.</p>	<p>Individuals will be assessed using the following methods:            -Discussion            -Assessments            -Case studies            -Exercises</p>

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<p>Title: Interpersonal Communication: From Collaboration to Conflict Resolution</p> <p>Total hours: 6</p>	<p>This class teaches the fundamentals of communication and will cover communication types, listening skills and how to give and receive feedback. The class also includes recognizing non-verbal cues and how others perceive communication styles.</p>	<p>Individuals who complete this course will have achieved a better understanding of how to communicate effectively to increase collaboration and cooperation, read interpersonal situations effectively, increase accountability and manage conflict in a variety of situations.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Learn best practices of communication.</li> <li>-Understand the types of communication, listening skills and the feedback process.</li> <li>-Improve understanding and perception of non-verbal cues and how others view your communication style.</li> <li>-Increase knowledge of conflict management, collaboration and accountability.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Discussion</li> <li>-Assessments</li> <li>-Case studies</li> <li>-Exercises</li> </ul>
<p>Title: Coaching for Performance</p> <p>Total hours: 6</p>	<p>This class teaches how to trust employees to make smart decisions which will enable them to create long-range business strategies for organizations.</p>	<p>Individuals who complete this course will have achieved a better understanding of how to create an environment where employees and teams not only understand and embrace goals, but meet and exceed them.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Learn strategies to maximize employees' performance standards.</li> <li>-Discover how to coach employees to better leverage their potential.</li> <li>-Understand how to set smart goals to develop measurable results.</li> <li>-Practice ways to gain confidence in your ability to understand and influence others.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Discussion</li> <li>-Assessments</li> <li>-Case studies</li> <li>-Exercises</li> </ul>
<p>Title: Supervision and Human Resource Functions</p> <p>Total hours: 6</p>	<p>This class will focus on explaining human resource functions to better manage employees, influence how employees focus their energies, and how to align employees' skills and interests with organizational goals.</p>	<p>Individuals who complete this course will have achieved a better understanding of the necessary supervisory skills and knowledge needed related to human resource topics.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Learn more basic human resource functions.</li> <li>-Learn what role supervisors can play in human resource functions.</li> <li>-Understand how to align employees' skills and interests with organizational goals.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Discussion</li> <li>-Assessments</li> <li>-Case studies</li> <li>-Exercises</li> </ul>

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<p>Title: Creating Cultural Transformation: Transform Your Culture for High Performance and Innovation</p> <p>Total hours: 6</p>	<p>This class will challenge the idea that a high-performance culture is automatic. Individuals will discover how to supercharge performance by defining the organization's mission, activating intuition and strengthening team bonds.</p>	<p>Individuals who complete this course will have achieved a better understanding of how to create a culture in their organization that fosters connection to a deeper purpose and commitment and ownership to the organization in order to increase innovation and high performance.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Understand how to work through the emotions of teams to engage analytical and creative minds.</li> <li>-How to become a charismatic and visionary leader, who is an agent for change and high-performance</li> <li>-Learn how to create an action plan for transforming the culture of the team and organization.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Discussion</li> <li>-Assessments</li> <li>-Case studies</li> <li>-Exercises</li> </ul>
<p>Title: Leadership and Developing an Action Plan</p> <p>Total hours: 3</p>	<p>This capstone class will take what the individual learned in previous classes to create an action plan. The action plan will be specifically designed for use at their current workplace.</p>	<p>Individuals who complete this course will have synthesized what they have learned in the previous courses in the certificate program by creating an action plan designed specifically for their team and organization. The action plan can align with organizational strategic plans and goals. They will also be able to include contingency plans to manage future changes.</p>	<p>Individuals who complete this course will obtain the following knowledge and/or skills:</p> <ul style="list-style-type: none"> <li>-Create a strengths matrix by determining who can best fulfill certain roles on your team.</li> <li>-Learn best practices in implementing an action plan.</li> <li>-Create an action plan for the team which fits into organizational goals and strategies.</li> <li>-Understand the best techniques for managing action plan changes.</li> </ul>	<p>Individuals will be assessed using the following methods:</p> <ul style="list-style-type: none"> <li>-Discussion</li> <li>-Exercises</li> <li>-Oral Presentation</li> <li>-Completion of action plan</li> </ul>