

Consortium Training for Comprehensive MANAGEMENT DEVELOPMENT PROGRAM

Employees are often promoted from within the organization without any formalized developmental training that teaches them how to manage work and other people to produce results for the organization. And, it is impractical to send employees off for weeks at a time to acquire the necessary knowledge, skills, and techniques they need to apply them to their new role with the company. For this reason, the Management Certificate program was built to serve all employers who want supervisors, managers, and high potential employees to be equipped with the skills they need to be successful in a leadership role.



This Certificate Program teaches employees how to:

- transition from worker to supervisor/manager
- manage work and people
- plan for achievement of results
- align individual performance goals with the company's goals
- coach employees' performance to achieve company goals and objectives
- become self aware in order to effectively communicate with different personality types
- learn how to flex your management style to the needs of your individual team members
- resolve conflicts in order to focus on results and promote teamwork

The Management Development Certificate Program is a comprehensive training program that consists of six different learning modules. Each module is 8 hours / 1 day in length for a total of 48 hours or six full days. However, training days are not consecutive which allows candidates for the certificate time to use and practice the new skills they learned in training before they attend the next module. Use the **Six Month Planner** below to schedule your employees in all six modules for completion of the Management Certificate.

Date	Module
January 11, 2017	Basic Management Skills
February 13, 2017	Effective Interactions
March 14, 2017	Coaching for Improved Performance
April 11, 2017	Managing the Performance of Others
May 10, 2017	Situational Leadership
June 12, 2017	Conflict Resolution Strategies

What Past Participants are Saying About the Program

- "Each workshop in its own way has enabled me to improve my job skills and performance. These classes are a great benefit. Thank you!"
- "I have walked away with ideas of continuous improvement not only for myself but for other staff. I would definitely recommend this set of classes to others."
- "I have taken away great ideas from each class I've attended. Thanks!"

Additional Information

Cost for the entire **Management Certificate Program** is \$1554 per employee. To register, go to www.northampton.edu/lifelearn and click on "Center for Business and Industry" and scroll down to the *Leadership, Management and Professional Development* catalog. For questions, please e-mail cbi@northampton.edu or call (610) 332-8678.

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