

Academic Plan

Program Description:

As a front-line supervisor or manager, you make daily decisions to highlight individual strengths and maximize team effectiveness. The success of your team depends on your choices in managing the motivation, the conflicts, the diversity, and the performance of all team members. As you work toward a UNLV Management Certificate, you will develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and managing diversity in the workplace. This program is an ideal starting point for all new supervisors/managers, as well as a go-to program for seasoned managers looking to upgrade skills.

Prerequisites and Admissions Requirements:

High School Diploma or equivalent

Program Learning Outcomes:

- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your ability to navigate performance issues and implement effective performance management strategies
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skill sets

Management Program Requirements:

To earn the Management Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at **least one course in each of the competency area.**

Classes in each Key Competency Areas:

Conflict management

- Conflict Management: What is Conflict & How Do I Resolve It
- Communication Strategies: Dealing with Problem Employees
- How to Deal with Disagreements, Conflict, & Confrontation

Communications

- Effective Facilitation of Meetings and Discussions
- Communication Strategies: First-Time Manager or Supervisor
- Communicate with Difficult People with Tact & Skill

People/Team Management

- Managing & Responding to Poor Employee Performance
- Successful Performance Management
- Coaching and Counseling for Success
- The New Manager's Tool Kit
- Creating a High Functioning Team Using Strengths

Project management

- The ABC's of Strategic Thinking
- The Project Management Life Cycle
- Problem Solving & Decision-Making
- Project Management Skills Everyone Needs

Managing Diversity

- Fostering a Diverse & Inclusive Workplace
- Managing in a Multi-Generational Workplace
- Cultural Competency in the Workplace