

Academic Plan as of spring 2025

Program Description:

As a front-line supervisor or manager, you make daily decisions to highlight individuals' strengths to maximize team effectiveness. The success of your team depends on your choices in managing the motivation, conflicts, diversity, and performance of all team members. As you work toward a UNLV Management Professional 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.

Program Learning Outcomes:

By the end of the Management Professional certificate program, students will be able to:

- Apply the tools a supervisor/manager must have to lead a team to its full potential.
- Demonstrate the ability to navigate performance issues and implement effective performance management strategies.
- Navigate the ever-evolving dynamic of the modern workplace.
- Acquire strategic and systematic management skill sets.

Prerequisites and Admissions Requirements:

High School Diploma or equivalent

Program Requirements:

To earn the Management Professional Certificate, you must successfully complete the 12 required courses* for a total of 72 contact hours (7.2 CEUs).

Required Courses:

- Conflict Management: Tools for Organizational Success (CP6191)
- Managing & Responding to Poor Employee Performance (CP6125)
- Fostering a Diverse & Inclusive Workplace (CP6301)
- Problem Solving & Decision-Making (CP6182)
- Organizational Change Management (OCM) (CP6304)
- Creating High Functioning Teams Using Strengths (CP6139)
- Communication Strategies: Essential Skills for First-Time Managers or Supervisors (CP6177)
- Resilience & Wellbeing in the Workplace (CP6149)
- Effective Facilitation of Meetings & Discussions (CP6302)
- Crisis Management (CP6186)
- Office Politics: Navigating the Organization (CP6157)
- The ABCs of Strategic Thinking (CP6166)

**Students who started the Management certificate program prior to spring 2025 will need to complete a total of 3.2 CEUs of Management courses.*