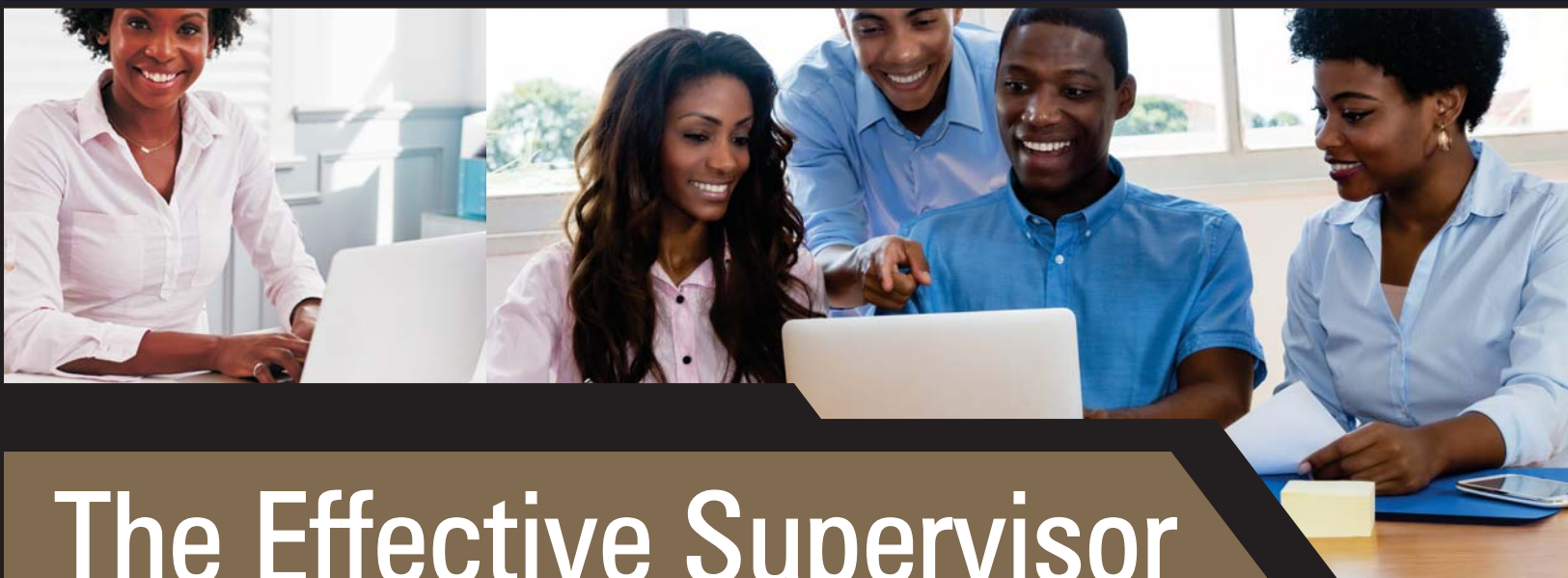# VIRTUAL-ONLINE PERSONAL DEVELOPMENT COURSE

The Effective Supervisor
CERTIFICATE COURSE

Starting Date | January 5th, 2022

DAY(S)	DAY TIME	EVENING
MON & WED	NOT AVAILABLE	5:45 pm - 7:25 pm

Duration	13 Weeks
Registration	$50.00
Technology Fee	$25.00
Work Book	FREE (PDF Available Online)
Tuition Cost	FREE (A $350.00 Value)

STUDENTS MUST HAVE A LAPTOP or DESKTOP COMPUTER

PREREQUISITES
None

ABOUT THIS COURSE

You will explore how to maintain technical expertise while demonstrating the right type of supervisory leadership.

This course will give you the personal, interpersonal and group skills to be influential in one-on-one situations, facilitate group performance and become an effective leader.

MAIN TOPICS:

- Identify What Is Different in Supervision/Management Today.

- Identify the Difference Between Managers and Leaders

- Identify Interactive Behaviors and Discuss How Each Is Helpful and/or Distracting When Communicating One-on-One and in Groups.

LEARNING OUTCOME:
Upon Completion of This Course, Students Will;

- Develop interpersonal skills that help you communicate, listen and handle conflicts in your supervisory role.

- Become more effective at influencing others.

- Accomplish goals and control outcomes when dealing with staff, peers, management and other departments.

- Learn how to work with groups and teams to solve problems and accomplish projects.

- Hold performance discussions that result in changed behavior and enh

Cyber Tech Career College

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