

DATES

Seminar descriptions can be viewed at mdi.missouristate.edu

TIMES

Elective programs are typically one day sessions
9:00 am—4:00 pm

LOCATION

On site at your location or at the MDI Training Facilities Robert W. Plaster Center for Free Enterprise
405 N. Jefferson Ave.
Springfield, MO 65806

FOR MORE INFORMATION

Tara Horton or Jeff Schmedeke
417-837-2615 or 800-733-3203 or visit mdi.missouristate.edu

A manager typically has responsibilities beyond that of supervising people such as planning, budgeting, and functional team responsibilities. You need to be cross-trained in a variety of functional areas to interact with virtually all facets of the organization. The Management Certificate program strengthens a manager's leadership ability to build strong employee relationships which in turn, leads to organizational effectiveness with higher levels of productivity and profits.

- Sharpen your analytical & decision-making skills
- Understand the latest processes in crucial management areas
- Develop confidence in your ability to direct & negotiate through change and innovation

WHO WILL BENEFIT?

New and aspiring managers in any field of service, manufacturing, technical, engineering or sales professionals who are moving into management positions. Experienced managers who want a more formal training program, as well as supervisors who will be advancing to the mid-management level will also benefit greatly.

Organizations look to Certification as:

- **A standard of performance**
- **A measurement of individual achievement**
- **Documentation of results**

Earning your Management Certificate will assist you in building a foundation in the functional areas of management to direct work done through others and to develop an overall organizational perspective. Upon completion of the minimum 60 contact hour requirement, participants will be presented a framed Certificate granted by MDI and the

CERTIFICATE FAQ'S

How do I enroll in a Certificate program?

A certificate application should be completed toward the beginning of your coursework if pursuing the Management program. Applications can be completed during class time or found online under the MDI Certificate tab. There is no extra fee for participating in a Certificate program.

How long does it take to complete a Certificate program?

Certificates can be completed in a relatively short time. While some programs vary in design and length, participants have up to 2 years to complete the requirements unless otherwise arranged.

Is there any testing involved to earn a Certificate?

No. MDI's seminars and courses are targeted to the adult learner and impact of learning is being assessed throughout the programs through relevant activities, exercises, case studies and Q&A.

MANAGEMENT CERTIFICATE REQUIREMENTS

To complete the Management Certificate, participants must attend the core required course, The Effective Leader/Manager, plus a combination of seminar electives to equal a minimum of 60 contact hours. One-day seminars are 6 contact hours. Electives are chosen from the seminar selection listed.

The Effective Leader/Manager course does not have to be taken first.

Option #1: Core Course plus 9 one-day seminars

Option #2: Core Course, plus 7 one-day seminars and the 2-day Project Management course.

Additional MDI Management Programs

- Mini MBA — 10 session format
- PMI—PMP Certification
- PMI—CAPM Certification
- PMI—Agile Certified Practitioner
- The Art & Science of Agile
- Personal Coaching

MANAGEMENT CERTIFICATE 2015/2016 SCHEDULE

The Effective Leader/Manager (required) - 6 hours (Core Course does not have to be taken first)
MANAGEMENT ELECTIVES 2015/2016 (choose 9—Partial List)
Millennial Leadership—NEW!
Succession Planning: Developing Your Future Leaders—NEW!
Coaching & Mentoring to Accelerate Potential
Motivating Today's Workforce
Dynamic Communication Skills & Strategies
Thriving in Change
Ownership & Outcomes...It Starts with You!
Are You a Better Leader than a Pirate Captain?
Negotiation: The Winning Formula
Making Presentations with Confidence, Clarity & Impact
Social Intelligence
Great Decisions for Great Results
Situational Leadership®
Successful Project Management (2 days)

