



MANAGEMENT CERTIFICATE

Dates:

Seminar dates and descriptions can be found at mdi.missouristate.edu

Times:

One-day seminars
8:30 a.m.—4:30 p.m.

Half-day seminars
8:30 a.m.—12:30 p.m.

Location:

MDI Training Facilities
Glass Hall, Missouri
State University
Springfield, MO

Fees:

One-day Management seminars are typically \$195.

Half-day seminars are \$99.

Fee includes all materials and refreshment breaks

Registration:

After MDI receives your registration via phone, fax, email, mail or web you will receive a letter confirming the exact location, directions, and front door parking information.

Questions Call:

Stacey Trewatha-Bach
MDI Assistant Director
417-836-5667 or
800-733-3203 or visit
mdi.missouristate.edu

Any seminar topic can be delivered at your organization!

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
- Valuable tools and techniques to effectively reach the goals of your organization

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 56 contact hour requirement, participants will be presented a framed Certificate granted by MDI and the College of Business Administration at Missouri State University.

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 56 contact hours. One-day seminars are 7 contact hours and half-day are 4 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 7 one-day seminars

Option #2: Core Course plus 6 one-day seminars and the 2-day Project Management course.

Additional MDI Management Programs

- Mini MBA — new 5 day format
March 26-May 21, 2010
- Certified Public Manager (C.P.M.)
- Personal Coaching

MANAGEMENT CERTIFICATE 2009 /2010 SCHEDULE

The Effective Leader/Manager (Core Course-does not have to be taken first)	September 24
MANAGEMENT ELECTIVES 2009/2010	
Legal Issues Impacting the Workplace	Sept. 30 or Feb. 24
Coaching & Mentoring	October 6
Developing People through Delegation (1/2 day)	October 13
Thriving in Change	October 30
Finance Simplified	November 17
Successful Project Management	December 15-16
Negotiation: The Winning Formula	March 5
Social Intelligence	March 23
Situational Leadership ®	April 7
Effective Business Writing (4 hr class)	April 22
Root Cause Analysis	April 28
Decision Making: Achieving Solutions	May 19
Presentations with Confidence & Impact	June 4
Elective: If you wish, you may choose any 1 MDI offering to apply toward completion.	

