



# MANAGEMENT CERTIFICATE

## Dates:

Seminar dates and descriptions can be found at [mdi.missouristate.edu](http://mdi.missouristate.edu)

## Times:

One-day seminars  
9:00 a.m.—4:00 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  
2011 \$195  
2012 \$199  
Half-day seminars are  
2011 \$99  
2012 \$129  
Fee includes all materials and refreshment breaks

## Registration:

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

## Questions Call:

Belinda Davis  
MDI Training Manager  
417-836-5667 or  
800-733-3203 or visit  
[mdi.missouristate.edu](http://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.

## 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 54 contact hours. One-day seminars are 6 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 8 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 — 10 session format
- Certified Public Manager (C.P.M.)
- Personal Coaching

## 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 2011/2012 SCHEDULE

The Effective Leader/Manager ( <b>required</b> ) (Core Course does not have to be taken first)	September 22
MANAGEMENT ELECTIVES 2011/2012	
Legal Issues Impacting the Workplace	Sept 30 or Feb 24
Coaching & Mentoring	October 6
Motivating Today's Workforce	October 19
Thriving in Change	October 31
Dynamic Communication & Interpersonal Skills	Nov 10 or Apr 4
Negotiation: The Winning Formula	April 2
Effective Business Writing (4 hour class)	April 25
Presentations with Confidence & Impact	April 30
Social Intelligence	May 2
Decision Making: Achieving Solutions	May 17
Situational Leadership ®	May 22
Successful Project Management (2 days)	June 19-20
Root Cause Analysis	TBD
Elective: If you wish, you may choose any 1 MDI offering to apply toward completion.	