



SUPERVISION CERTIFICATE

The MDI Supervision Certificate is a valuable credential for anyone in a supervisory or managerial role. This Certificate has integrated the topics proven to be key skills for success.

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 seminars are typically \$189.
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!

Effective employee relations, successful problem solving, increased productivity and efficiency are just a few of the benefits available to companies whose select personnel obtain this Certificate. The latest tools, techniques and strategies will be taught by expert instructors with successful business backgrounds. The Supervision Certificate from MDI will provide you the tools to become a more effective supervisor and excel on the job.

WHO WILL BENEFIT?

This Certificate is designed for anyone wanting to learn new ideas, gain a broader perspective or upgrade their professional supervisory skills. Participants come from a wide variety of service, manufacturing and government settings.

Newly appointed as well as experienced supervisors, managers, team/group leaders and business owners will benefit.

Organizations look to Certificate programs as

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

Upon completion of the minimum 60 contact hour requirement, participants will be presented their framed Certificate granted by MDI and the College of Business Administration at Missouri State University.

SUPERVISION CERTIFICATE REQUIREMENTS

There are three different ways to complete your Supervision Certificate.

OPTION 1: Essentials of Effective Supervision (12 week core course) plus 4 one-day seminar electives.

OPTION 2: Essentials of High Performance Supervision (1 day core course) plus 8 one-day seminar electives.

OPTION 3: Supervision Boot Camps (attend both 4 day series) Frontline Series & Leadership Series

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

Electives are chosen from the seminar selection listed.

Other MDI seminars and programs may count toward Certificate completion—call for approval.

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 Supervision program. Applications can be completed during class time or found online under the MDI Certificate tab. There is no extra fee for enrolling in the Certificate program.

How long does it take to complete a Certificate program? Participants have up to 2 years to complete the requirements unless otherwise arranged.

SUPERVISION CORE COURSE OPTIONS — 2009/2010

#1: Essentials of Effective Supervision 12-weeks Fall 3:30-6:30pm Spring 6-9pm	Sept 22-Dec 8 or Feb. 16-May 4
#2: Essentials of High Performance Supervision	February 11
#3: Supervision Boot Camps Leadership Frontline	October 27-30 June 8-11

SUPERVISION ELECTIVES — 2009/2010

Legal Issues in the Workplace	Sept 30 or Feb. 24
Coaching & Mentoring to Accelerate Potential	October 6
Motivating Today's Workforce	October 7
Developing People through Delegation (1/2 day)	October 13
Dynamic Communication & Interpersonal Skills	Oct. 22 or March 18
Investigative Procedures for Work Problems	October 28
Managing Team Attitudes & Expectations	Nov. 5 or May 6
Priority #1: Customer Service	November 6
Generations at Work (1/2 day)	November 18
The Power of Personalities in Your Workplace	December 10
Successful Project Management	December 15-16
Managing People, Paper & Projects	March 4
Orienting & Training Employees	March 10
Situational Leadership ®	April 8
Designing & Conducting Performance Appraisals	April 14
Improving Performance: Turn Around vs. Turn Over	April 20
Decision Making: Achieving Successful Solutions	May 19
Achieving Results without Authority	June 3
Transforming Conflict into Positive Outcomes	June 16

