

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 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

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 Center for Business and Economic Development 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: Supervision Boot Camps (attend both 4 day series) Frontline Series & Leadership Series, plus 2 one-day seminar electives.

OPTION 3: High Performance Supervision (1 day core course), plus 9 one-day seminar electives.

One-day seminars are 6 contact hours and Essentials sessions are 3 hours each.

Electives are chosen from the seminar selection listed.

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 CERTIFICATE 2015/2016	
#1: Essentials of Effective Supervision—36 hours 12-weeks	
#2: Supervision Boot Camps:	Leadership—24 hours Frontline—24 hours
#3: High Performance Supervision—6 hours	
SUPERVISION ELECTIVES 2015/2016 ELECTIVES (Partial list)	
Managing People, Paper & Projects	
Transforming Conflict into Positive Outcomes	
Legal Issues in the Workplace	
Coaching & Mentoring to Accelerate Potential	
Motivating Today's Workforce	
Managing Team Attitudes & Expectations	
Achieving Results without Authority	
Dynamic Communication Skills & Strategies	
Investigative Procedures for Workplace Problems	
The Power of Personalities in Your Workplace	
Orienting & Training Employees	
Are You a Better Leader than a Pirate Captain?	
Improving Performance: Turn Around vs. Turn Over	
Designing & Conducting Performance Appraisals	
Great Decisions for Great Results	
Situational Leadership®	

