Current and aspiring managers: learn how to utilize your current strengths, overcome management challenges, and enhance your ability to lead.

Steps to completion:

1. Consider your individual learning needs and make selections from the competencies and seminars listed below. Seven seminars must be completed for this certificate.

   □ Competency: Management and Leadership Principles (select one seminar)
   - Effective Management for Supervisors
   - How to Make Legal and Objective Hiring Decisions
   - Leading Change
   - Leading From Your Strengths
   - Managing Strategically in Challenging Times
   - Developing Excellence with StrengthsFinder®
   - New Manager Survival School

   □ Competency: Coaching and Motivational Impact (select one seminar)
   - Creating Dynamic Relationships
   - Tactful Conversations
   - Developing High-Performing Work Teams
   - Exceptional Performance Management
   - Motivational Techniques for More Powerful Performance
   - They Drive Me Crazy! Bridging Generational Gaps in the Workplace
   - Projecting Credibility
   - Sharing Your Expertise

   □ Competency: Critical Thinking Empowerment (select one seminar)
   - Becoming an Extraordinary and Effective Problem Solver
   - Brain Boosters for Success
   - Developing and Presenting a Business Case
   - Innovation for the Workplace

   □ Competency: Organization and Productivity Enhancement (select one seminar)
   - A Beginner’s Guide to Project Management
   - Email and Digital Etiquette Finding Focus in Chaos
   - How to Maximize Your Efficiency, Effectiveness, and Productivity
   - How to Stay Focused in Stressful Times
   - Personal Wellness for Professional Impact
   - Thriving on Change
   - Meetings that Work
   - Generate More Sales with Two Simple Steps

   □ Competency: Formal and Interactive Communication (select two seminars)
   - Beyond Conflict Management
   - Emotional Intelligence
   - Grant Writing Fundamentals
   - Listen like a Leader
   - Customer Service MAGIC
   - Working with Difficult People
   - Business Writing
   - Professional Speaking
   - Advanced Written Communication
   - Becoming an Effective and Efficient Communicator
   - Leveraging DiSC® Personality Profiles for Success
   - Email and Digital Etiquette

   □ Elective (select one seminar from any competency area)

2. Visit louisville.edu/professionaldevelopment/seminars to register for seminars and enroll in the Management Development certificate program.

3. Attend classes and pass the exam for each seminar.

4. After satisfying all program requirements, request your certificate online at http://louisville.edu/professionaldevelopment/certificates/certificate-request-form.

Not sure where to start? Contact us at 502.852.4620 for assistance.