

MANAGEMENT DEVELOPMENT CERTIFICATE CHECKLIST

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
- Find Your Strengths
- How to Avoid Being a Dysfunctional Leader
- Leading Others Through Organizational Change
- Super Manager! Be the Boss Everyone Wants to Work For

Competency: Coaching and Motivational Impact

(select one seminar)

- Developing High-Performing Work Teams
- Developmental Coaching
- Motivating Employees to Be Their Best
- Performance Management
- Projecting Credibility
- Tactful Conversations
- The Art of Feedback

Competency: Critical Thinking Empowerment

(select one seminar)

- Analytical Thinking Skills
- Becoming an Extraordinary and Effective Problem Solver
- Developing Essential Critical Thinking Skills
- Systems Thinking: Solving Problems so They Stay Solved

Competency: Organization and Productivity

Enhancement (select one seminar)

- Finding Focus in Chaos: Balancing Priorities
- How to Stay Focused in Stressful Times
- How to Make Yourself Indispensable
- Productive Work Habits: Making the Most of Your Work Day
- Sharpen Your Business Acumen
- Staying Power: A Manager's Guide to Keeping Employees Longer
- Time Management: Boost Your Productivity

Competency: Formal and Interactive Communication (select two seminars)

- America's Customer Service Disaster - An Opportunity to Rise Above the Crowd
- Beyond Conflict Management
- Business Writing
- Effective Listening Skills
- Email and Digital Etiquette
- Emotional Intelligence
- Everyday Technical Writing for Hesitant Writers
- Multimedia Writing
- Professional Speaking
- Talk Like a Leader
- The PROACTIVE Communicator
- Working with Difficult People

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>.

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PROFESSIONAL DEVELOPMENT

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