

# 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*)

- Cultivating Leadership Presence and Mindful Organizations
- Developing Excellence with StrengthsFinder®
- Discover Your Entrepreneurial Talent
- Effective Management for Supervisors
- How to Avoid Being a Dysfunctional Leader
- Leading Others Through Organizational Change
- Managing Strategically in Challenging Times
- The Confident Leader: Mastering the Principles of Leadership

### **Competency: Coaching and Motivational Impact** (*select one seminar*)

- Tactful Conversations
- They Drive Me Crazy! Bridging Generational Gaps in the Workplace
- Projecting Credibility
- Sharing Your Expertise
- The Art of Feedback

### **Competency: Critical Thinking Empowerment** (*select one seminar*)

- Becoming an Extraordinary and Effective Problem Solver
- Creative Thinking: Using Self-Awareness to Generate Ideas
- Developing Essential Critical Thinking Skills
- Innovation for the Workplace
- Quality Decision Making: Powerful Tools for Better Decisions

### **Competency: Organization and Productivity Enhancement** (*select one seminar*)

- Finding Focus in Chaos: Balancing Priorities
- How to Maximize Your Efficiency, Effectiveness, and Productivity
- How to Stay Focused in Stressful Times
- Make Yourself Indispensable: Create Opportunity by Taking Initiative and Risks
- Meetings that Work
- Reducing Unnecessary Employee Turnover
- Sharpen Your Business Acumen
- Time Management: Boost Your Productivity

### **Competency: Formal and Interactive Communication** (*select two seminars*)

- Beyond Conflict Management
- Business Writing
- Customer Service MAGIC
- Email and Digital Etiquette
- Emotional Intelligence
- Everyday Technical Writing for Hesitant Writers
- Flex for Success: Leveraging DiSC® Work Styles
- Multimedia Writing
- Professional Speaking
- The PROACTIVE Communicator
- Working with Difficult People

### **Elective** (select one seminar from any competency area) \_\_\_\_\_

2. Visit [louisville.edu/professionaldevelopment/seminars](http://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](tel:502.852.4620) for assistance.

*Your*  
**Training  
Partner**