Supervisory Skills Certificate
Learn the skills and tools necessary for effective supervision. Whether you are already a supervisor or working toward a supervisory position, this program will help you understand the principles of effectively supervising your team and their work.

**Required Classes (4)**
- Fundamentals of Supervision and Management $125
- Keys to Effective Communication $125
- Building Teams That Work $125
- Understanding the Human Resources Function $125

Advanced Supervisory Skills Certificate
Take your supervisory skills to a higher level. Gain a deeper meaning of supervision and understand effective leadership.

**Required Classes (4)**
- Fundamentals of Supervision and Management II $125
- Leadership $125
- Business Finance for Non-Finance Personnel $125
- Employment Law Fundamentals $125

**Elective Classes (2)—Choose from list below**

**Electives List**
- Effective Business Writing $125
- Get Assertive! $125
- Interpersonal Communication $125
- Managing Customer Service $125
- Skills for Making Great Decisions $125

*Electives will only count for one certificate, so if you complete both certificates, you will need to complete (4) electives.

Every Ed2Go class is instructor led. You can ask questions and give or receive advice during the course. All courses run for eight weeks and are composed of 12 lessons representing 24-30 hours of instruction. New lessons are released on Wednesdays and Fridays for the first six weeks and the last two weeks allow you to review the material and prepare for the final exam. There is a quiz after each lesson and a final at the end. A new section of each course starts monthly. Please go to www.ed2go.com/unm, in the Business: Management and Leadership section.

**For more information:**
Contact bizskills@unm.edu or 505-277-6033 or visit our website at ce.unm.edu.
Supervisory Skills Certificates at UNM Continuing Education

This UGotClass certificate is online and instructor led. Take the course at times that are most convenient for you which allows you to work at your own pace, with course access 24 hours a day, seven days a week.

Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Two month online course, Sally Klauss, instructor, Riverside Community College, Riverside, CA.

Class ID: 76314
Tuition: $395
Dates: February 1-March 25, 2016
Location: Online 24/7
Instructor: Sally Klauss
Registration Closes On: March 27, 2016 12:00 AM

According to O*Net (www.onetonline.org)

A wide variety of Supervisory positions are identified as “Bright Outlook” careers, meaning that they are expected to grow rapidly in the next several years. Some of the areas identified include supervisor positions within: restaurants; retail; office and administrative support; construction and mechanical trades.

For more information:
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Tuition Remission Benefit
UNM employees may use tuition remission for ALL UNM Continuing Education non-credit classes. Visit ce.unm.edu for more details.