

# SUPERVISORY SKILLS



## 6 Easy Ways to Register

### Online

ce.unm.edu

### Phone

505-277-0077, Option 1  
M-F, 8am-5pm

### Email

ceregistration@unm.edu

### Mail

UNM Continuing Education  
Attn: Registration  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001

### Fax

505-277-1990  
Fax/Mail instructions  
see website.

### In Person

M-F, 8am-5pm  
UNM Continuing Education  
1634 University Blvd. NE  
(just north of Indian School)

### Tuition Remission Benefit:

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit [ce.unm.edu/TR](http://ce.unm.edu/TR) for more details.

## Supervisory Skills Certificate - Online

Learn the skills and tools necessary for effective supervision. Whether you are in or working toward a supervisory position, this program will provide you with the principles and tools to effectively supervise your team and their work.

### Required Classes (4)

Fundamentals of Supervision and Management	8 weeks	\$129
Keys to Effective Communication	8 weeks	\$129
Building Teams That Work	8 weeks	\$129
Understanding the Human Resources Function	8 weeks	\$129

**Total** \$516

## Advanced Supervisory Skills Certificate—Online

Take your supervisory skills to a higher level. Gain a deeper understanding of supervision and effective leadership.

### Required Classes (4)

Fundamentals of Supervision and Management II	8 weeks	\$129
Leadership	8 weeks	\$129
Business Finance for Non-Finance Personnel	8 weeks	\$129
Employment Law Fundamentals	8 weeks	\$129

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

Effective Business Writing	8 weeks	\$129
Get Assertive!	8 weeks	\$129
Interpersonal Communication	8 weeks	\$129
Managing Customer Service	8 weeks	\$129
Skills for Making Great Decisions	8 weeks	\$129

**Total** \$774

- New classes start every month;
- More than one class can be taken at a time;
- Classes can be taken in any order.

These Ed2Go classes are instructor led. You can ask questions, and give and receive advice, during the course. Classes 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 the final at the end. A new section of each course starts monthly.



Continuing  
Education

[ce.unm.edu](http://ce.unm.edu)

Classes continued on next page

More information: [ce.unm.edu](http://ce.unm.edu) | [bizskills@unm.edu](mailto:bizskills@unm.edu) | 505-277-6033

# SUPERVISORY SKILLS



## Supervisory and Leadership Certificate—Online



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. In this two month online course, 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. Each unit has online reading material, audio presentations, required self-quizzes and a discussion group (minimum participation is required once a week).

**Note:** This online program has been approved for 32 HR (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

8 weeks on-line course

Jun 5-Jul 28

\$395



### According to O\*Net

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. Areas include:

- Restaurants
- Retail
- Construction
- Mechanical Trades
- Office and Administrative Support

[www.onetonline.org](http://www.onetonline.org)

## UNM Staff, Faculty and Retirees:

### Use your Tuition Remission:

Fees up to \$2,449.12 for Fall, \$2,449.12 for Winter & Spring, \$1,224.56 for Summer may be applied to Professional Development courses.

Questions about this benefit?

Visit us online at:

<http://ce.unm.edu/TR>

or call the benefits office at 505-277-MyHR.

To register, send completed forms for registration & tuition remission to [ceregistration@unm.edu](mailto:ceregistration@unm.edu) or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).



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