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 6 weeks $149
- Keys to Effective Communication 6 weeks $149
- Building Teams That Work 6 weeks $149
- Understanding the Human Resources Function 6 weeks $149

**Total** $596

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 6 weeks $149
- Leadership 6 weeks $149
- Business Finance for Non-Finance Personnel 6 weeks $149
- Employment Law Fundamentals 6 weeks $149

**Elective Classes (2)—Choose from list below**
- Effective Business Writing 6 weeks $149
- Get Assertive! 6 weeks $149
- Interpersonal Communication 6 weeks $149
- Managing Customer Service 6 weeks $149
- Skills for Making Great Decisions 6 weeks $149

**Total** $894

- New classes start every month: Jun 13 | Jul 18 | Aug 15;
- 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 six weeks and are composed of 12 lessons representing 24-30 hours of instruction. There is a quiz after each lesson and the final at the end. A new section of each course starts monthly.
Supervisory Skills

UNM Staff, Faculty and Retirees:

Use your Tuition Remission:
Fees up to $2,626.88 for Fall, $2,626.88 for Winter & Spring, $1,313.44 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 or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

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.

Course #: 4900407 Jun 4-Jul 27 $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

CONTINUING EDUCATION
ce.unm.edu

More information: bizskills@unm.edu | 505-277-6033 | ce.unm.edu