



6 Easy Ways to Register



ONLINE

ce.unm.edu



EMAIL

ceregistration@unm.edu



PHONE

505-277-0077 Option 1
M-F, 8:00am-5:00pm
Most credit cards accepted.



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, 8:00am-5:00pm
UNM Continuing Education
1634 University Blvd. NE
South Building, Room 101
(just north of Indian School)

Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



CONTINUING
EDUCATION

ce.unm.edu

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;
- 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.

SEE NEXT PAGE >>



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.

8 weeks on-line course

Apr 2-May 25

\$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**

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