



Position yourself for success! Call (864) 250-8800 to reserve your place.

# Supervisory Certificate Program

This certificate series is comprised of six topics designed to address the primary elements of the supervisory role. Each topic may be taken separately or taken together to obtain the certificate.

## Business & Leadership

[www.gvltec.edu/edct/business\\_leadership/](http://www.gvltec.edu/edct/business_leadership/)

### 3 Ways to Register:

1) Call (864) 250-8800

2) Visit

[www.gvltec.edu/edct/business\\_leadership/](http://www.gvltec.edu/edct/business_leadership/)

3) Stop by the Admissions & Registration Center at McAlister Square, 225 S. Pleasantburg Dr., Greenville, SC.

### Contact:

Jennifer Moorefield  
(864) 236-6482  
[Jennifer.Moorefield@gvltec.edu](mailto:Jennifer.Moorefield@gvltec.edu)

### Teamwork & Group Dynamics | Feb. 4 | MGT53001 | 8:30 a.m. – 4:30 p.m. | \$329

Discover how to align your team, find common direction and help individuals work better together. Cultivate a shared vision and bring about a common understanding of how to complement each other's efforts.

### Time Management | Feb. 11 | MGT53202 | 8:30 a.m. – 4:30 p.m. | \$329

Personal time management skills are essential for professional success in any workplace. Implementing successful time management strategies results in the ability to control your workload rather than spending each day in a frenzy of activity reacting to crisis after crisis.

### Essential Supervision | Feb. 18 | MGT51402 | 8:30 am – 4:30 p.m. | \$329

Explore in depth the Five Best Practices of a Leader based on the research of leadership experts Kouzes and Posner. Within this framework, you will explore critical thinking skills, the art of delegation, your key responsibilities in change management and gain the skills to motivate employees to do their best work because they want to do it!

### First Time Manager | May 6 | MGT51602 | 8:30 a.m. - 4:30 p.m. | \$369

Based on the #1 best-selling book "The New One Minute Manager," participants are introduced to the three secrets of successful managers: goal setting, praising and redirecting. The program develops those secrets into a conversation framework that is easy for new managers to understand and master. It also adds a fourth conversation, wrapping up, which is needed to complete the core conversations and help first-time managers boost the engagement and autonomy of their people.

### Communication & Interpersonal Skills | May 13 | MGT50601 | 8:30 a.m. - 4:30 p.m. | \$329

Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? A major goal of this workshop is to help you understand the impact your communication style and behaviors have on other people and how enhancing these skills can transform relationships in the workplace.

*Call Jennifer Moorefield at (864) 236-6482 for information about a 10 percent discount when registering for all six classes!*

**Take the next step! Call 250-8800 to register!**

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