



Certificate in Business Management

This program is the foundation towards becoming a good manager. Our Business Management program provides the ability to understand the responsibilities of managing employees and developing direct reports. With this program students can obtain the critical skills needed to build a successful management structure for the future.

Certificate Duration: 12 hours

Program Tuition: \$540.00

Books: \$30.00

Student Assessment: \$20.00

Prerequisites: None

Certificate Core Courses: Choose any (1) courses from the list below. This selection signifies the core course of study for this certificate program. 1002-1 Coaching: A Leadership Skill

1002-8 Supervisor Training – The ABC's of Supervising Others

1002-9 The Professional Supervisor

1003-3 Conducting Effective Performance Reviews

1003-9 Performance Management

Certificate Electives: Choose any (2) courses from the categories listed below. See the website or catalog for full list.

[Supervisor and Manager Training](#)

[Human Resources Training MS](#)

[Office Applications Training](#)

1002-1 Coaching: A Leadership Skill

Coach, Role Model, Counselor, Supporter, Guide...do these words ring a bell? Being a coach involves being a role model, sometimes a counselor or supporter, and always a guide. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organization. This course will help you become a better coach in all senses of the word.

Prerequisite: None

1002-8 Supervisor Training – The ABC's of Supervising Others

This course is for those people who are new supervisors or who are interested in a supervisory position, as well as those who are lead hands or part-time supervisors without a great deal of authority. This course is designed to help you overcome many of the supervisory problems you will encounter in your first few weeks as a boss. Dealing with the many problems a new supervisor encounters isn't easy but it doesn't have to lead to discouragement.

Prerequisite: None

1002-9 The Professional Supervisor

With a host of new challenges and responsibilities to tackle, new supervisors need training like never before. Learning how to supervise your new employees on a trial and error basis can lead to discouragement. This course can help you overcome many of the supervisory problems a new "boss" may encounter.

Prerequisite: None



1003-3 Conducting Effective Performance Reviews

This course will teach participants the importance of having a performance review process, how to work with employees to set performance standards and goals, skills in giving feedback, listening, and asking questions, a proven interview process, and how to make the performance review legally defensible.

Prerequisite: None

1003-9 Performance Management – Managing Employee Performance

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance? How do you create a motivating environment that encourages people to go beyond their best? This course will teach participants some ways of achieving those tasks, including: Tools to help employees set and achieve goals, a three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills, motivational tools and techniques, and coaching methods and skills.

Prerequisite: None



For more info: go to www.mylearningalliance.com