



Certificate in Front Line Management

Overview: Our Front Line Management program has been created with a focus on developing skills for people within manufacturing, distribution centers and other production environments. The core and electives in this program will assist individuals with the management of people, resources, timelines and production expectations.

Certificate Duration: 12hours

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.

1000-3 Business Etiquette Gaining that Extra Edge

1000-13 Time Management – Get Organized for Peak Performance

1002-3 Motivation Training – Motivating your Workforce

1002-6 Business Leadership – Becoming Management Material

Certificate Electives: Choose any (2) courses from the detailed list in our catalog.

[Career Development Training](#)

[Supervisor and Manager Training](#)

[Human Resources Training](#)

[Work Place Essentials Training](#)

1000-3 Business Etiquette - Gaining that Extra Edge

You need business savvy and the ability to establish yourself in a credible manner. A faux pas at the wrong time can damage your career. If you are newly appointed to a management position, or if you interact with people you don't know on a regular basis, this course can help you succeed. If you want to enhance and polish your business image, or if you just want to avoid feeling uncomfortable in the corporate world, this course will allow you to take a quantum leap forward in skill, sophistication, and confidence.

Prerequisite: None

1000-13 Time Management – Get Organized for Peak Performance

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. This course helps you organize and prioritize for greater workplace efficiency. You'll learn to get a grip on your office space, organize your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people. This workshop is full of ideas for organizing your work area and your paperwork and working on the "right" things.

Prerequisite: None

1002-3 Motivation Training – Motivating your Workforce

It's no secret. Employees who feel they are valued and recognized for the work they do are more motivated, responsible, and productive. This course will help supervisors and managers create a more dynamic, loyal and energized workplace. It is designed specifically to help busy managers and supervisors understand what employees want, and to give them a starting point for creating champions. **Prerequisite:** None



For more info: go to www.mylearningalliance.com

1002-6 Business Leadership – Becoming Management Material

This course is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done. At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. Leaders must get their message out in a way that inspires, make the most of their limited time, and build roads to precious resources. They must negotiate alliances, improve their colleagues, and align the ambitions of the many with the needs of the organization. But what makes for a great leader? Is it something to do with inward characteristics, such as confidence and focus? Is it more about outward presence, including charm and compassion? Or is it about the ability to create a vision and get others to commit to it? The answer is all of the above. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself.

Prerequisite: None

