



Introducing the New College Credit-version of our

Supervision and Management Academy

Leading others to do a job well calls for a unique set of skills, knowledge and perspectives. In this series, you will learn essential skills and develop a new perspective based on solid supervisory theory to achieve success in managing people and tasks. Each 0.5 unit class is taught using experiential learning methodologies and designed to expand your level of skill whether you are a first time manager or have been supervising others for years.

All 6 classes will be taught during Fall and Spring. Students completing all 6 classes receive a certificate from Community Programs- Institute for Professional Development.

**Classes run from 1-5pm on the 1st & 3rd Wednesday monthly
Ludwick Community Center, 864 Santa Rosa Street, Room A, SLO**

Fall 2010 Courses:

CRN#72404 BUS093P Sept 8 & Sept 22 **Leading a Diverse Team**

Identifies the students' demonstrated strengths and areas of improvement at leading a diverse team. Improves the students' ability as a manager to value diversity and effectively use their legitimate and personal power to lead a highly effective team.

CRN#72405 BUS093Q Oct 6 & Oct 20 **Making Conscious, Strategic Choices**

Expounds on strategic methods for effective decision-making while exploring the implications of those decisions on the organizational and employees personal resistance to change. This is an advanced class that emphasizes the students' current ability to strategically and effectively lead the process of change as a working manager.

CRN#72406 BUS093R Nov 3 & Nov 17 **Motivating Performance Through Delegation**

Advance the students' success at using delegation as a motivational and time management tool. This course is specially designed for currently employed managers needing to effectively supervise employees.

CRN#72403 BUS093O Dec 1 & Dec 15 **The Art of Reaching Mutual Understanding**

Learn state of the art communication skills necessary to reach mutual understanding and manage inevitable conflicts that supervisors must handle. This is an advanced communication and conflict management course designed for students who are currently employed with responsibility to supervise others.

Cost: \$13 per class (0.5 unit) + \$1 (one-time ASCC fee)

For Information and Registration: Contact Community Programs: 546-3132

SMA was developed by a generous grant from:

