

How to Apply

- Complete a Vancouver Island University [Application for Admission form](#).
- An [application fee](#) is required for first time applicants to Vancouver Island University.
- Submit your application to:

In Nanaimo:

Vancouver Island University
Registration Centre, Building 200,
900 Fifth Street, Nanaimo BC V9R 5S5

Or

In Parksville:

Vancouver Island University, Registration Centre
Box 42, 100 Jensen Ave East Parksville, BC V9P 2G3
2nd Floor Parksville Civic & Technology Centre



Management Skills For Supervisors

12 Day Part-time Credit Certificate Program



About Vancouver Island University

Vancouver Island University is a comprehensive post-secondary institution located on beautiful Vancouver Island in British Columbia. Our main campus is located in Nanaimo and we have regional campuses in Duncan and Powell River, and a campus centre in Parksville. More than 14,000 full-time and part-time students are enrolled in academic, applied, career/technical, vocational, trades and developmental programs leading to certificates, diplomas and degrees.

Vancouver Island University

900 Fifth Street | Nanaimo, BC V9R 5S5

Switchboard: 250.753.3245 | Toll-free: 1.888.920.2221

Advising: 250.740.6410

Financial Aid & Awards: 250.740.6423

Registration Tel: 250.740.6400 | Fax: 250.740.6479

The information contained in this guide is accurate at the time of printing. Vancouver Island University reserves the right to make such changes as necessary, including cancellation and adjustment of courses.

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Program Overview

Supervisors, managers and leaders in today's organizations are expected to do "more with less," working in increasingly complex and competitive work environments. This program provides practical skills and tools for current managers and leaders to refine and enhance their ability to manage and motivate individuals and groups. For those making the transition into leadership and supervisory roles, this program is an opportunity to build confidence and skills to take on a management role. The program carries 6 units of course credits towards certificate, diploma and degree programs at Vancouver Island University. No prerequisites.

Career Opportunities

Small, medium and large businesses/organizations are in a better position to grow and become successful with employees who have effective management and supervisory skills. Labour market sectors such as tourism and hospitality, health, service, industrial, technology and education all require employees with interpersonal, team-building and administrative skills. This program will appeal to managers, assistant managers, supervisors, administrators, team or project leaders and department heads in business, industry, public and not-for-profit sectors.

Program Goals

This program aims to improve managerial effectiveness of participants through practical, specific training in interpersonal, team-building and administrative skills.

Program Format

The program is currently offered in a workshop format in three 4-day courses. This format allows participants to integrate new skills and learning on the job, then return to class for reinforcement, review and new material. Class format includes short lectures, videos, self-scoring inventories, role-plays, case studies and structured exercises to provide a stimulating adult learning experience.

Program Outline

The program is comprised of three 2 credit courses:

MGMT 145 Interpersonal Skills – 4 day course (28 hours)

Focusing on: respecting individual differences, giving and receiving feedback, listening with sensitivity, clear communication, influencing and persuading others, resolving conflict. (2 credits)

MGMT 146 Team Building Skills – 4 day course (28 hours)

Focusing on: leadership styles, motivation, building strong work teams, dealing with problem behaviours, facilitating meetings, understanding and managing change. (2 credits). Prerequisite: MGMT 145.

MGMT 147 Administrative Skills – 4 day course (28 hours)

Focusing on: selecting and orienting staff, defining responsibilities and goals, conducting performance reviews, training techniques, delegating and coaching, writing skills, managing time and stress, making presentations. (2 credits). Prerequisite: MGMT 146.

Fees

Program Fee: \$2068 + student fees.

Note that fees and program dates are subject to change without prior notice.

Financial Assistance

This program is not eligible for student loans.

Graduation Requirements

Participants who complete all three parts of the program will receive a certificate from Vancouver Island University. In addition, participants may receive two credits per course towards certificate, diploma and degree programs at VIU. To qualify for credit, three take-home assignments demonstrating application of skills and knowledge to the work situation must be completed.

Program Requirements

There are no program requirements.