

## **Business & Management Programs**

# **Management Skills for Supervisors**

**Part-Time Certificate Program**  
**Three 4-Day Modules, 12 days in total**

## **The Program**

Management Skills is a three-part program designed to improve managerial effectiveness through specific skills training. It will appeal to supervisors, administrators, project leaders, and department heads in business, industry, public and not-for-profit sectors. The 12-day program is offered in three four-day modules approximately one month apart. This approach allows participants to integrate new skills and learning on-the-job, then return to class for reinforcement, review, and additional new material. The format includes videos, self-scoring inventories, role plays, case studies, short lectures, and structured exercises to provide a stimulating adult learning experience.

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

## **Program Outline**

- MGMT 145 (Interpersonal Skills)
- MGMT 146 (Team Building Skills)
- MGMT 147 (Administrative Skills)

## **For Further Information**

For further information, please contact VIU's Centre for Continuing Studies 250-740-6160, or visit the website at: [viu.ca/ccs](http://viu.ca/ccs).