

## Business & Management Programs

# Management Skills for Supervisors

- **Part-Time Certificate Program**
- **Three 4-Day Modules, 12 days in total**
- **Program Fees**
- **Apply for Admission: Application form**

## 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

<b>Management Skills for Supervisors</b>	<b>Credits</b>
MGMT 145 - (Interpersonal Skills)	2
MGMT 146 - (Team Building Skills)	2
MGMT 147 - (Administrative Skills)	2
<b>Total Credits</b>	<b>6</b>

## For Further Information

For further information check the Program Availability List or contact VIU's Centre for Continuing Studies at (250)740-6160.