

Archived: August 8, 2022

## Business and Management Programs

# Management Skills for Supervisors

**Location Offered:**

Nanaimo

**Credential:**

Certificate

**Program Length:**

12 Days

## 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.

On a contract basis, VIU will deliver MGMT 148 to an individual client organization, allowing for maximum flexibility in delivery format and content. Organizations interested in this particular format should contact VIU Professional Training and Development at 250-740-6580.

## 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>

<b>Management Skills for Supervisors (Contract Basis)</b>	<b>Credits</b>
MGMT 148 - (Management Skills)	6
<b>Total Credits</b>	<b>6</b>

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