CSUSM | EXTENDED LEARNING

CERTIFICATE IN

SUPERVISING EMPLOYEES

Build Your Leadership and People Management Skills.



COMPLETE IN 8 WEEKS

Enhance your management skills in just two months.

FLEXIBLE LEARNING

Enroll in the entire program or select individual courses.

VERSATILE DELIVERY

Choose between 100% online or in-person instruction.

CSUSM.EDU/EL/**SUPERVISING**

760.750.4020 | **PROFESSIONALDEVELOPMENT@CSUSM.EDU**

EARN YOUR SUPERVISING CERTIFICATE IN JUST 8 WEEKS

HALF-DAY CLASSES, ONCE A WEEK

ESTIMATED COST:

$1,400
for entire series

$175
for individual courses

Fee includes all materials and parking if on campus

FORMAT:

Fully Online
Zoom based
OR
In-Person
Classroom setting

TIME COMMITMENT:

8 weeks
3.5 hours per week

FUNDING

- 10% Savings for three or more employees
- 15% Savings for CSUSM Alumni

RELATED PROGRAMS

You may also be interested in these CSUSM programs:

- HR Management Certificate
  csusm.edu/el/humanresources
- Managers as Leaders Certificate
  csusm.edu/el/managing

CONTACT

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PROGRAM OVERVIEW

Prepare to excel as a new manager with CSUSM's eight-week Supervising Employees Certificate program, available fully online, in person—or in a format customized for your organization. This course offers essential training and insights to help you transition from peer to leader.

Ideal for new or soon-to-be-promoted managers, this program provides a comprehensive understanding of core management principles and practices to kick-start your supervisory career.

COURSE LISTING

Take the certificate courses in sequence from start to finish or jump in and get started at any point! New courses begin every eight weeks.

- **Transition From Peer to Supervisor**
  Acquire skills to smoothly transition from peer to supervisor.
- **Management Basics for New Supervisors**
  Learn core management principles and traits of successful leaders.
- **Managing Within the Law**
  Understand legal aspects of management and ensure compliance.
- **Performance Management**
  Develop skills for effective feedback and performance reviews.
- **Effective Communication Skills**
  Master clear communication to improve team collaboration.
- **Goal Setting and Time Management**
  Learn techniques for setting goals and managing time efficiently.
- **Cultural Competency for the Workplace**
  Develop cultural awareness for working in diverse environments.
- **Coaching and Feedback**
  Gain skills to provide constructive feedback and coaching.

PROGRAM BENEFITS

- **Comprehensive Curriculum:** Gain a thorough understanding of essential management principles.
- **Flexible Learning Options:** Complete the program online, in person or in a format customized for your organization.
- **Immediate Application:** Apply new skills and knowledge directly to your current role.
- **Career Advancement:** Prepare effectively for a supervisory role and enhance your career prospects.