



# MiraCosta College

# The Supervisory Academy

*The Professional Development Academy at MiraCosta College announces the newly expanded Supervisory Academy. Take the 6 required core classes; then select 3 or more elective classes to receive a Certificate of Completion from MiraCosta College Community Services and Business Development.*

## Core classes

### I. Management Overview and Leadership

#### Styles:

This overview module contains important information about supervisory and leadership roles and styles

### II. The Power of Communication:

Good supervisors are good communicators. This module includes exploration of active speaking, active listening, and non-verbal communication

### III. Motivating Employees for Better Performance:

Motivation is more than rah-rah pep talks. This class explores some of the classic and most powerful motivational theories and methods

### IV. Dealing with Difficult People & Conflict Resolution:

This module will show supervisors how to handle difficult situations with both employees and customers

### V. Developing Effective Teams:

This module focuses on team dynamics and strategies for building productive and innovative teams

### VI. Time and Stress Management:

As a supervisor, you will have to manage your own time and stress and help your employees too. This class will show you how

## Elective classes (select 3 or more)

Facilitation Skills

Successful Hiring

Problem Solving Skills

Goal Setting

Delivering Presentations

Designing Presentations

Conducting an Effective and Legal Interview

Concise Business Writing

Evaluating & Improving Employee Performance

Effective Meetings

Personality Style Strategies

Workplace Accountability

Managing Organizational Change

Project Management

Managing Diverse Teams

Multi-cultural Communication

Practical Coaching

Diversity in the Workplace

Prevention of Sexual Harassment

