



Self-Guided Supervisory Skills Certificate Program Progress Report

What's it About

Keep track of your progress in the self-guided supervisory skills certificate program. Complete the eight core subjects listed below and four elective subjects and notify NMS upon completion to receive your certificate.

Leadership Development for Supervisors *(formerly Succeeding as a Supervisor)* Completed: _____.

Supervising others presents many challenges. This workshop will provide you with the understanding and skills for becoming an effective and valued leader.

Team Building - The Essentials Completed: _____.

Successful organizations are based on teamwork at every level. Begin by identifying the four stages of team development.

Interviewing & Hiring Completed: _____.

This interactive workshop teaches behavior-based interviewing techniques. Prepare and conduct interviews that will find just the right people for your organization.

Performance Management Completed: _____.

Managing performance is a key component of a supervisor's responsibilities. Developing performance standards and providing feedback can often times be very challenging.

Proactive Approach to Personnel Issues Completed: _____.

This workshop presents an effective system that includes the use of progressive discipline policies for satisfactory results and optimal employer/employee relations.

Coaching Skills – Part 1 Completed: _____.

Coaching is about working with your staff to reach your organizational goals.

Communications Skills Completed: _____.

In today's workplace, strong and effective communication skills are needed to ensure personal success.

Cultural Competence Completed: _____.

A lack of awareness about cultural differences in the workplace can lead to misunderstandings in the workplace. This workshop offers an introduction to the basic ideas and skills involved in developing personal cultural competency.

Elective 1: _____ Completed: _____.

Elective 2: _____ Completed: _____.

Elective 3: _____ Completed: _____.

Elective 4: _____ Completed: _____.

Program complete – please confirm with **Stephanie McCullers** at smccullers@npsolutions.org or call 858.292.5702