



**ENHANCE YOUR
LEADERSHIP
ABILITIES WITH A**

**MANAGEMENT
SKILLS
CERTIFICATE**

WHY EARN A CERTIFICATE IN MANAGEMENT SKILLS?

Effective managers know the importance of adaptability and building strong connections among team members. This certificate equips both new and experienced leaders with the skills and resources necessary to navigate the demands and challenges of the modern workplace. Managers are employed across industries, but there are fundamental tools, techniques, and competencies that are key to successful management in any organization.

WHAT WILL I LEARN?

Completing our online management skills certificate prepares you to:

- Identify the factors a manager can employ to promote change
- Outline the change initiative planning process and match change management models to specific situations
- Explain different types of negotiation and apply these concepts to real-world scenarios
- Identify steps in the delegation process and recognize task delegation guidelines
- Explain the different factors that motivate workers and how to use them to improve employee performance
- Recognize the common 12 difficult employee behavioral types and outline best practices for handling them
- Identify ways to connect and communicate with remote employees
- Demonstrate emotional intelligence and time management skills
- Explain the importance of progressive discipline

For more information and a complete list of courses, visit:

CAREER PATHS

The U.S. Bureau of Labor Statistics (BLS) expects that overall employment of managers, such as human resource managers, is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations. About 15,000 openings are projected each year, on average, over the decade.

Common management career paths or growth opportunities include:

Human Resource Managers

Human resource managers maximize the value of a workforce by planning, coordinating, and directing the administrative functions of an organization. These managers advise other managers on human resource issues, such as discrimination and equal employment opportunity. You also consult with top organizational leaders regarding strategic planning, talent management, and staffing issues that require mediation or disciplinary procedures.

Operations Managers

Operations managers are primarily responsible for ensuring that a company's operations run smoothly to maximize long-term profitability. Some of their work involves meeting production targets, identifying areas for improvement, implementing strategies to make operations more efficient, and monitoring production and supply chain operations. They may also be involved in continuous improvement projects that are critical for staying competitive.

Administrative Services and Facilities Managers

Administrative services and facilities managers plan, direct, and coordinate operations that help an organization run efficiently. These leaders supervise staff, manage compliance, set goals and objectives for their departments, and monitor facilities to make sure that they are safe and well maintained. They also consult with senior leaders and ensure that employees follow information management guidelines.

The Certificate in Management Skills is available 100% online.

The courses included in this certificate carry:

PMI PDUs | HRCI Credits | IACET CEUs | ATD CI Credits | SHRM PDCs

For more information and a complete list of courses, visit: