We’ve helped more than 10,000 managers get ahead since 1979. Now it’s your time to move up.

Building your own supervisory and managerial skills can be your pathway to professional success — and to making a greater impact in your organization. The Supervisory Management Certificate Program at UW-Eau Claire can:

• Ease your transition into a new managerial role, helping you be more effective from day one
• Increase your confidence as a team leader, project manager, supervisor, or manager so that you can organize and inspire others toward a common purpose
• Provide you with the knowledge and skills you need to overcome even the most unexpected challenges
• Build a network of professionals whose experience can help you solve problems and achieve the result your organization demands

To earn a certificate, simply complete three core workshops plus three electives within five years. It’s just that easy. You can learn more at: www.uwec.edu/CE/programs/business/smcp.htm
Developing Change Resilience (Hudson) MARCH 13-14, 2014

Change is the only constant in the business world. How you’re poised to adapt to change will determine whether you’re ready for what the future holds. Explore the strategies you can use to adapt your thinking and your team to a level of change readiness you can be proud of.

Supervisory Management Certificate Program

#1 HR Survivors for Supervisors (Hudson) DECEMBER 12-13, 2013

In any organization, human resource management is a management responsibility that is often taken for granted. The informed supervisor learns to understand the key role in planning, organizing work done effectively, safely and legally. To that end, we focus on the role of finding, selecting and retaining top performers and the importance of continuous education in the workplace.

#2 Improving Team Communication (Hudson) DECEMBER 3-4, 2013

Effective communication is the cornerstone of successful results. Explore how to diagnose communication problems, learn strategies to improve communication, and enhance team morale and productivity. Explore how to deal with uncomfortable topics and avoid miscommunication.

Effective Writing (Eau Claire) MAY 1-2, 2014

In today’s tech-savvy workplace, people often engage in written communication more than ever before. Learn the skills and the insight you need to write effectively. Manage your written message using industry-approved software, and plan, write, edit, and deliver your message with confidence.

Maximizing Productivity (Hudson) MARCH 13-14, 2014

This seminar is designed for those desire to perfect their supervisory performance. Learn the techniques to implement self-management, time management, and decision making skills.

New Job — HR Survival for Supervisors (Hudson) DECEMBER 12-13, 2013

In any organization, human resource management is a management responsibility that is often taken for granted. The informed supervisor learns to understand the key role in planning, organizing work done effectively, safely and legally. To that end, we focus on the role of finding, selecting and retaining top performers and the importance of continuous education in the workplace.

Avoiding Conflict and Improving Productive Relationships (Hudson) MARCH 20-21, 2014

Dealing with conflict can increase the frequency and intensity of future conflicts. Develop the critical skills that can turn conflicts into opportunities for growth and learning. Learn to effectively manage conflict with confidence, self-confidence, and increased personal power.

Managing Stress (Eau Claire) MAY 2-3, 2014

Learn how to balance your work and personal lives while maintaining the physical, mental, and emotional well-being. Explore the many strategies you can use to avoid stress, legal, and financial troubles.

Maximizing Team Performance (Eau Claire) MAY 2-3, 2014

Explore strategies for gaining your team’s commitment and engagement in your goals and objectives. Learn how to increase your team’s productivity and enhance your organization’s goals.

Motivating and Raising Team Performance (Eau Claire) MAY 1-2, 2014

Learn how to review and analyze why performance is not as good as it could be, discover ways to increase motivation, and develop action plans to implement strategies for improvement.

Maximizing Productivity (Hudson) MARCH 13-14, 2014

Discover strategies for obtaining peak performance from employees. Discover your performance issue and uncover underlying hindrances. Understand goals and develop a plan to make the best use of your employees. Explore recognition and rewards, improve your coaching capabilities through proper preparation and the application of the steps process to address non-performance.

Maximizing Productivity (Eau Claire) MAY 2-3, 2014

Discover the strategies to achieve peak performance from employees. Discover your performance issue and uncover underlying hindrances. Understand goals and develop a plan to make the best use of your employees. Explore recognition and rewards, improve your coaching capabilities through proper preparation and the application of the steps process to address non-performance.

Using Microsoft SharePoint (Eau Claire) OCTOBER 14-15, 2013

Learn how to best use SharePoint to enhance information sharing, collaboration, and productivity in your workplace. Explore the various features and functions of SharePoint and ways to leverage these tools to achieve your goals.

Using Microsoft Word with Basic Features (Eau Claire) SEPTEMBER 19-20, 2013

Discover the power of Microsoft Word to streamline your work and increase your productivity. Explore the basic features of Microsoft Word and learn how to use these features to create professional documents and communicate effectively.

Improve your writing skills and learn how to develop effective communication strategies to enhance your professional image.

Managing Stress (Hudson) MARCH 20-21, 2014

Learn how to reduce defensiveness and maintain productive organizational culture. Explore how to avoid common mistakes, how to control conflict, and how to enhance the experience of both internal and external customers.

New Job — HR Survival for Supervisors (Hudson) DECEMBER 12-13, 2013

In any organization, human resource management is a management responsibility that is often taken for granted. The informed supervisor learns to understand the key role in planning, organizing work done effectively, safely and legally. To that end, we focus on the role of finding, selecting and retaining top performers and the importance of continuous education in the workplace.

Improving Worship Productivity (Eau Claire) MAY 1-2, 2014

Learn how to balance your work and personal lives while maintaining the physical, mental, and emotional well-being. Explore the many strategies you can use to avoid stress, legal, and financial troubles.

Motivating and Raising Team Performance (Eau Claire) MAY 2-3, 2014

Explore strategies for gaining your team’s commitment and engagement in your goals and objectives. Learn how to increase your team’s productivity and enhance your organization’s goals.

New Job — HR Survival for Supervisors (Hudson) DECEMBER 12-13, 2013

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For a complete, detailed list of upcoming seminars, please visit www.usabanklocations.com/citizens-state-bank-recommended-seminars.