



Playing a key role in Wichita State University's, W. Frank Barton School of Business, the Center for Management Development harnesses the knowledge base of Wichita State University to produce educational training programs that help make businesses and their employees more successful. CMD offers three Professional Certificate Programs designed to help equip you with the tools you need to enhance your effectiveness on the job.

leadership PROFESSIONAL CERTIFICATE

Develop the skills and the educational foundation you're looking for to lead, motivate and succeed in the workplace. Start your leadership journey here and now.

management PROFESSIONAL CERTIFICATE

Learning to better manage people, responsibilities, and resources is exactly what you need to continue your success at work. Get started today!

finance PROFESSIONAL CERTIFICATE

Analyzing problems and making critical decisions are closely linked to understanding key financial data. Gain a working knowledge of the numbers that matter.



cmd.wichita.edu  your training track

leadership PROFESSIONAL CERTIFICATE

Developing and fine tuning your leadership abilities is essential as you continue to build your influence and success at work. The following leadership training seminars give you the opportunity to learn proven leadership practices needed to be a strong leader. These seminars will help you identify and strengthen your leadership skills, whether you are considering a formal leadership position for the first time or need a fresh approach to your current leadership career. If you would like, CMD can help guide you in planning your personal growth so you can confidently lead your team or organization into a culture of high performance.

Required Seminars

Complete *FOUR* seminars on this list:

- Assertive Leadership Techniques
- Essential Skills for Effective Leaders (2 days)
- Influencing without Authority
- Leadership and Communication Skills for Women
- Leading Teams to High Performance
- Understanding Human Behavior



Elective Seminars

Complete *FIVE* seminars on this list:

- Business Modeling and Data Analysis: Using Data to Make Better Decisions (2 days)
- Emotional Intelligence
- How to Improve Productivity through Better Communication Skills
- Managing and Improving Customer Service
- Managing Generations in the Workplace
- Powerful Business Writing Skills
- Strategic Negotiations: Critical Skills for High Stake Agreements (online)

management PROFESSIONAL CERTIFICATE

In an era of constant change and challenges, managers must step up for greater effectiveness and efficiency. While earning this certificate you'll lay the groundwork to better manage people, responsibilities, and resources. You will not only be developing your ability to take control of your work, but you'll also be building your future by continuing your education.

To be a great manager, you must have an extensive set of skills – from planning and delegation to communication and motivation. Take hold of your future and enroll today.

Required Seminars

Complete *FOUR* seminars on this list:

- Coaching for Top Performance
- Build More Effective Work Relationships
- Emotional Intelligence
- Facilitation Skills for Team Leaders
- How to Be an Effective Manager (2 days)
- How to Delegate & Empower Your Employees
- Improving Supervisory Skills
- Managerial Psychology
- The 10 Biggest Mistakes Managers Make (and How to Avoid Them)



Elective Seminars

Complete *FIVE* seminars on this list:

- Basic Writing & Grammar Skills
- Communication Skills for Supervisors
- Enhancing Your Customer & Quality Service Skills
- Fundamentals of Accounting for the Non-Financial Manager
- How to Criticize; How to Praise
- Managing Time & Multiple Priorities
- Managing Generations in the Workplace
- Overcoming Negativity in the Workplace
- Perfecting Your Presentation Skills

finance PROFESSIONAL CERTIFICATE

This series of seminars provides you with a unique opportunity to deepen your expertise of accounting and budgeting for better management and decision-making capabilities. This certificate blends broad financial principles with practical necessities to transform you into a more effective manager who can interpret and use financial data in your daily decisions. Learn to put to use information using common business applications to model the outcomes of different decisions and make better choices.

Complete these *THREE* seminars:

- Fundamentals of Accounting for the Non-Financial Manager
- Budgeting Concepts
- Business Modeling & Data Analysis: Using Data to Make Better Decisions



For more information, please contact: pat.mcleod@wichita.edu • 316-978-5353 • 1-800-992-6345