



Since 1967, CMD has been playing a key role in Wichita State University's, W. Frank Barton School of Business, harnessing the knowledge base of Wichita State University to produce educational training programs that help make businesses and their employees more successful. CMD offers two 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.

## m 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!



BARTON  
School of  
Business



## 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
- Coaching Your Employees to Greatness
- Essential Skills for Effective Leaders (2 days)
- Influencing without Authority
- Leadership and Communication Skills for Women
- 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
- Communicating for Results
- Mastering the Art of Critical Conversations
- Powerful Business Writing Skills
- Strategic Negotiations: Critical Skills for High Stake Agreements (online)
- Strength Based Leadership



*"Dr. Graham had excellent insights and suggestions that I can implement in my job. I am looking forward to taking additional classes and will certainly encourage my coworker to do the same. Thanks for the awesome training experience."*

– Robin Bradley, Program Specialist/Process Improvement, City of Wichita

## m 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:

- Dealing Effectively with Workplace Conflict
- Emotional Intelligence
- How to Be an Effective Manager (2 days)
- How to Delegate & Empower Your Employees
- Improving Supervisory Skills
- Leading Teams to High Performance
- Managerial Psychology
- Strategies for Effective Presentations
- 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 Service Skills
- How to Criticize; How to Praise
- Managing Time & Multiple Priorities
- Overcoming Negativity in the Workplace

*"This course was a great opportunity to learn new skills and refresh skills I already have. Additionally, I appreciated the opportunity to connect with others at different companies. There are several other sessions offered that I think would be valuable for my development."*

– Becky Washington, INTRUST Bank