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WICHITA STATE
UNIVERSITY
W. FRANK BARTON
SCHOOL OF BUSINESS



CMD Center for
Management
Development

1845 FAIRMOUNT
WICHITA, KS 67260

MANAGEMENT
Professional Certificate

9 Seminars

Check online for dates and times:
cmd.wichita.edu/management

CMD Training Room
Woodman Alumni Center
WSU Campus

Management
Professional
Certificate is earned
by completing a
series of interactive
seminars designed
to develop new
skills or strengthen
existing abilities to
manage your team.

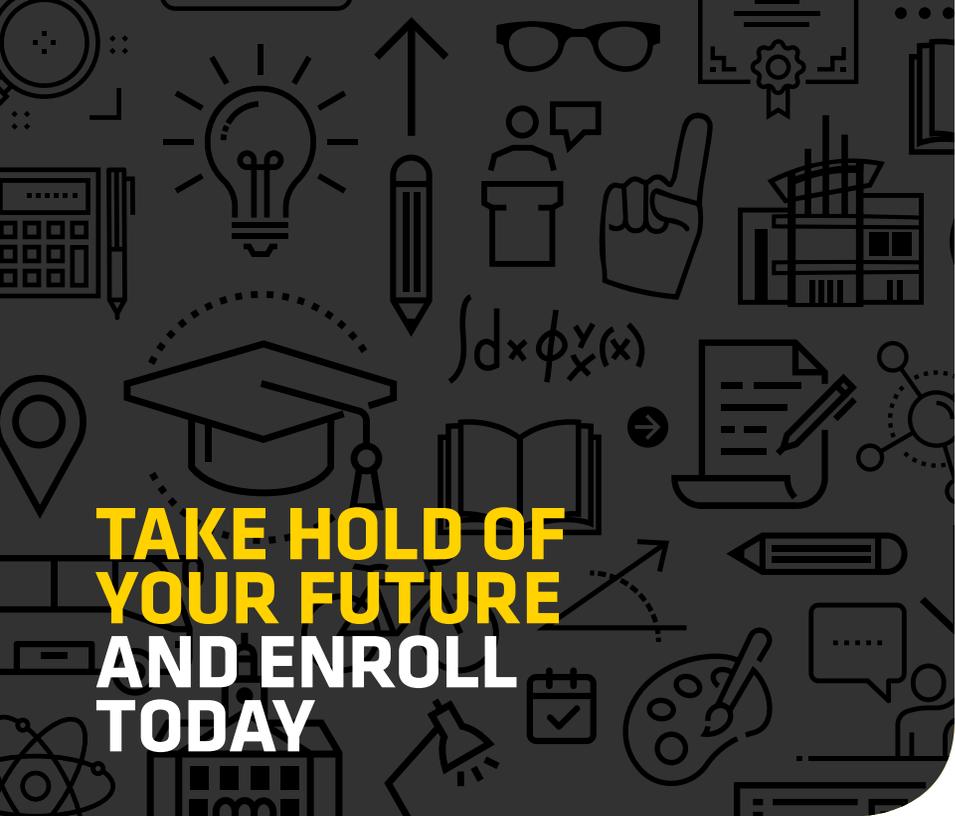
MANAGEMENT
➔ **PROFESSIONAL CERTIFICATE**

Earn a professional certificate while learning greater skills – from planning priorities and effective delegation to communication and motivation.

CMD Center for
Management
Development



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**TAKE HOLD OF
YOUR FUTURE
AND ENROLL
TODAY**

LEARNING TO BETTER MANAGE and oversee people, responsibilities and resources is exactly what you need to continue your success at work. While earning your certificate you'll lay the fundamental groundwork necessary to manage others and gain the essential skills you need to handle the problems you encounter everyday. 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 and remaining current on the most effective management principles available.

The Management Professional Certificate offers the flexibility to customize your learning by choosing your nine seminars. Take them at a time and date convenient for you.



***For more information
or to register for a class***

316-978-3118 • 1-800-992-6345

staci.bryer@wichita.edu

cmd.wichita.edu/management

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MANAGEMENT

➔ PROFESSIONAL CERTIFICATE

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Required Seminars

Complete four (4) seminars on this list:

- Dealing Effectively with Workplace Conflict
- Emotional Intelligence
- How to Delegate and 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)

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Elective Seminars

Complete any five (5) seminars such as:

- Basic Writing and Grammar Skills
- Communication Skills for Supervisors
- Enhancing Your Customer Service Skills
- How to Criticize; How to Praise
- Managing Time and Multiple Priorities
- Overcoming Negativity in the Workplace

All above seminars are 1-day at \$299 each with the exception of *Dealing Effectively with Workplace Conflict* which is \$399.

Substitutions/Cancellations/Reschedules: Substitutions are free and must be done prior to the start of the class or program. Cancellations or rescheduling must be received in writing and full refunds will be given up to four business days prior to the start of class. Any cancellation or reschedule submitted with three or less business days' notice is subject to a \$35 charge on 1- or 2-day classes, and a \$75 charge on Certificate programs. No refunds after the first day of the class or program.