“Learned good techniques to use in my work AND family life. The tools apply well in both situations.”

- Scott Dickmeyer, FlightSafety Int

“I appreciate the culture of learning that CMD provides. The opportunity to learn from the excellent instructors, and also from my peers, is something I greatly enjoy. Networking with others in my class is a wonderful way to put my experiences into perspective. I often realize our challenges are more universal than we think.”

- Christina Dew, INTRUST Bank
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.

Required Seminars

Complete four (4) seminars on this list:

- Dealing Effectively with Workplace Conflict
- Emotional Intelligence
- How to Be an Effective Manager
- How to Delegate and Empower Your Employees
- Improving Supervisory Skills
- Leading Teams to High Performance
- Strategies for Effective Presentations
- The Biggest Mistakes Managers Make (and How to Avoid Them)

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
- Inventory and Supply Chain Management
- Managing Time and Multiple Priorities
- Overcoming Negativity in the Workplace

For more information or to register for a class

316-978-3118 • 1-800-992-6345

cmd.wichita.edu/management

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.