

This program has been approved for 30 General recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.



NON-PROFIT ORG.
U.S. POSTAGE PAID
YOUNGSTOWN, OH
PERMIT NO. 402

“The instructors at MCCTC worked with the students with an understanding of their needs. The quality of advice they provided gave a realist approach to employment and personnel issues that may be encountered as Human Resource Professionals.”

Beth Reiner, Dearing Pump Co



Classes can be customized to companies specific needs.
Training can occur on company site or our site.

Check out our other certificates in :

[Human Resources](#)

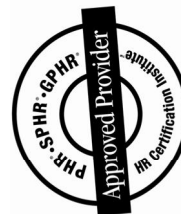
[Modern Marketing Solutions](#)

[Customer Focused Management](#)

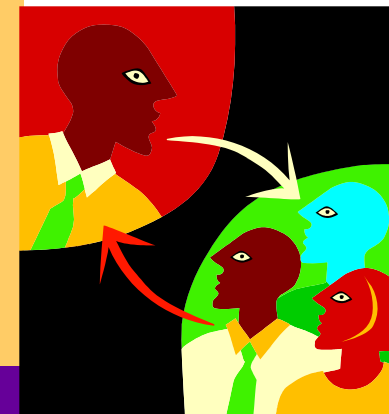
[Advanced Human Resources](#)

Mahoning County Career Center

Adult Workforce Development
7300 North Palmyra Road
Canfield, Ohio 44406



Mahoning County Career Center
Workforce Development Training



*Supervisory/ Leadership
Certificate*

*7300 N Palmyra Rd
Canfield, OH 44406*

330-729-4100
www.mahoningctc.com
Rebecca.Harris@MahoningCTC.com

Supervisory / Leadership Certificate

Whether you are a new or experienced supervisor, get the solid skills you need to achieve exceptional results through others! Learning these skills can have a tremendous impact on an organization's productivity.

The Supervisory / Leadership certificate incorporates 10 courses listed to receive the Supervisory / Leadership certificate at a total cost of **\$395.00.**

Total Hours— 30

Morning Session: Meet once per week on Friday.

Start Date: October 1, 2010

End Date: December 10, 2010

Time: 8:30 a.m.—11:30 a.m.

Class Topics

- **Benefiting from Coaching & Delegating**
- **Building a Successful Team**
- **Critical Management for Leadership**
- **Developing Your HR Toolkit**
- **Leveraging Diversity to Meet Business Objectives**
- **Managing Ethics in the Workplace**
- **The Journey of Conflict Resolution Strategies**
- **The Smart Negotiator**
- **The Systematic Approach to Problem Solving & Decision Making**
- **Working Smarter-Using Technology to Your Advantage**



Hear what our students are saying:

“As soon as I completed the HR certificate program, I got a job as an HR director.”

Frank Hunt, M&M Manufacturing

“The classes were a perfect blend of curriculum, and many instructors years of experience.” **Carol Givens, LifeSkills**

“I would recommend that anyone in the field of HR/Business Management / Communications / Public Relations consider enrolling in an upcoming course. They examine self-awareness; Personally, I gained a great deal!”

Michelle Chevront, V& M Star

“It’s a great opportunity for good training close to home.” **Ruth King, CTM Labeling Systems**

“I found the availability / topics regarding classes to be generous & updated with the most current research-basically a lot to choose from to meet my particular needs. The environment & overall atmosphere was welcoming & genuine. I would return back to MCCTC for further education.” **Robert McBride, Homes for Kids**

“I enjoyed my Human Resources classes and was able to apply the information I learned in my current job.” **Monica Pawlen, Austintown Schools**

“The variety of Human Resource topics covered by the instructors bringing years of hands on experience to the classroom provide a foundation on which you can build or enrich a career.” **Annette Grahovac, Austintown**