

# RCTC PROGRAM PLAN

## SUPERVISORY LEADERSHIP: EMPLOYEE DEVELOPMENT

Certificate

### I. PROGRAM CORE REQUIREMENTS.....17 CREDITS

BUS 1307, Legal Issues for Supervisors, 3 cr

SMGT 1137, Leading Innovation and Change, 3 cr

SMGT 1225, Team Building and Facilitation Skills, 3 cr

SMGT 1327, Managing Employee Performance and Conflict, 3 cr

SMGT 1352, Recruiting, Retention and Employee Development, 4 cr

SMGT 1420, Documentation and Written Communication for Supervisors, 1 cr

**TOTAL ..... 17 CREDITS**

### **PROGRAM OUTCOMES:**

Upon completion of the Supervisory Leadership: Employee Development certificate program at RCTC, students will achieve the following outcomes:

- Select leadership and management skills needed to be an effective supervisor.
- Utilize interpersonal skills to build strong relationships between individuals, teams, and the organization as a whole.
- Practice critical thinking skills through decision-making, problem-solving, innovation, and continuous improvement activities.
- Apply appropriate employment law to supervisory actions such as recruitment, hiring, performance management, and documentation.

### **ADDITIONAL NOTES:**

**PURPOSE:** The Employee Development Certificate is an individually available component of the Supervisory Leadership A.A.S. Degree program. It is specifically designed to provide employed students with the skills necessary to be successful in a position of supervisory leadership. Courses in the certificate program focus on skills and techniques directly related to employee development issues.

Students will have the opportunity to increase their skills in recruitment, retention, employee development, performance management, coaching, managing diversity, managing change and many more employee development related topics.

This program is structured to allow students to remain employed while attending classes on a part-time basis. Classes are scheduled primarily at night and on weekends. Upon approval students may transfer applicable transcripted course credits and/or experiential learning to satisfy required or elective program credits.

Revised: 02/08/2022

Implementation: Fall 2020