

Requirements

Internet access, E-mail, Internet Explorer, Netscape or Firefox Web browser.

Fees & Registration

A fee of \$30 is due at registration, payable to Continuing Education. Register online and pay \$89 for each course as you progress.

After successfully completing the final exam for each course, the student will print an online Certificate of Completion. Once a student has completed the series, he or she should contact Continuing Education and provide us with a copy of each completion certificate. We will provide a final UW Colleges Continuing Education Certificate of Completion for completing the series.

What Students Are Saying

"This course was very enlightening. I learned that being a good leader has many aspects to it. It was a pleasure being able to do this course online."

"Thank you for presenting the course. I look forward to using these ideas in my professional and personal life."

Register Now!

Visit www.marshfield.uwc.edu/ce,
Click on Leadership.

Or call Continuing Education at 715-389-6520.



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UNIVERSITY  WISCONSIN
MARSHFIELD/WOOD COUNTY
A Campus of the University of Wisconsin Colleges

Office of Continuing Education
2000 West 5th Street
Marshfield, WI 54449-3310



UNIVERSITY  WISCONSIN
MARSHFIELD/WOOD COUNTY
A Campus of the University of Wisconsin Colleges
UW Colleges Continuing Education:

Leadership Development Certificate of Completion



- **Gain powerful leadership and communication skills.**
- **Complete two core courses and one elective to earn a Leadership Development Certificate.**
- **Enroll in the courses that fit your needs and interests.**
- **Complete courses at your convenience.**

*Learn more: Call 715-389-6520 or visit
www.marshfield.uwc.edu/ce
and click on "Leadership."*

University of Wisconsin Colleges Continuing Education

Leadership Development-Certificate of Completion

What are the keys to leadership that will set you apart from the competition? Take your next step to improve your leadership skills by earning this educational certificate. The Leadership Development Certificate is granted from the University of Wisconsin Colleges Continuing Education and is a non-degree certificate program.

In this program you will learn:

- The tools needed for problem solving and conflict management
- Effective communication strategies to inspire and motivate
- How to develop analytical skills to make better, more informed and effective decisions

Who Can Enroll

Participants who have successfully completed the Marshfield Area Chamber of Commerce & Industry or another community's leadership program.

Flexible Study

This program is designed to work within your schedule, at a pace you're comfortable with. Complete two courses and one elective. These instructor-facilitated courses run six weeks and consist of 12 lessons. Participants can begin anytime and complete courses at home or in the office at their convenience.

For more information:
www.marshfield.uwc.edu/ce
click on "Leadership"
715-389-6520

Certificate Course Outline:

Required Core Courses

Must Select Two

Leadership
Building Teams That Work
Fundamentals of Supervision and Management

Leadership:

Learn how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Building Teams That Work:

Master the skills you'll need to effectively manage projects. Learn how to make decisions and solve problems. Minimize the effects of unhealthy group interaction to communicate and work together for positive change.

Fundamentals of Supervision and Management:

Make a successful transition from employee to manager. Learn the skills required to delegate responsibility, motivate your employees, solve problems and resolve conflicts.

Elective Courses

Must Select One

Fundamentals of Supervision and Management II
Mastery of Business Fundamentals
Communicating Like a Leader
Introduction to Business Analysis

Fundamentals of Supervision and Management II:

Be a more effective manager or supervisor. Learn how to develop a plan of action to improve your interpersonal skills and your work relationships.

Mastery of Business Fundamentals:

Learn how to use leadership, motivation and control for maximum impact. You'll also master the fundamentals of financial planning, budgeting methods, business law, contracts, ethics and organizational politics.

Communicating Like a Leader:

This provocative and practical course will have you communicating like a leader. Build up your listening skills, learn to read body language, become more artful at providing feedback and more.

Introduction to Business Analysis:

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed and more effective business decisions.

