Getting Started

Requirements:

- Bilingual skills in English and Spanish, as determined by assessment

- Intermediate to advanced computer skills (completion of MS Office Basic Bilingual Certificate recommended)

- Personal interview

- Academic Writing course (strongly recommended)

- Completion of Basic Bilingual (English/Spanish) Certificate in Supervision is Strongly Recommended

For more information:

Visit us at the
Madison College—South Campus
2238 S. Park St.
Madison, WI 53713

Call (608) 243-4200 (en español)
or (608) 246-6458

Email/Web:
dcr@matcmadison.edu
matcmadison.edu/dcr/
The Supervisory Management & Leadership Development Certificate Series is designed to help meet the increasing demand for trained bilingual and bicultural supervisors.

Benefits

- Build and strengthen your supervisory and interpersonal skills
- Improve your creative decision making and problem solving ability
- Learn how to effectively direct and motivate employees
- Discover how to train and develop successful staff

Curriculum

The curriculum is designed to provide an intermediate knowledge base in effective supervising principles and continue interpersonal skills development focusing on:

- Directing Others
- Delegation
- Creative Problem Solving
- Supervisory Planning
- Self Management

10-196-190 Leadership Development
Leadership Development Module I 1 credit
Leadership Development Module II 1 credit
Leadership Development Module III 1 credit

The learner applies the skills and tools necessary to fulfill his/her role as a contemporary leader. Each learner will demonstrate the application of strategies to evaluate leadership effectiveness and communicate vision, mission and goals. Additional topics include: ethical behavior, personal leadership styles and flexibility, impacts of power, employee development, coaching and effective conflict resolution.

10-196-136 Safety in the Workplace
Safety in the Workplace Module I 1 credit
Safety in the Workplace Module II 1 credit
Safety in the Workplace Module III 1 credit

The learner applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of strategies regarding safety awareness, compliance, investigation and documentation. Other topics include: safety orientation, chemical safety, right-to-know, inspections, risk analysis, workplace violence, substance abuse, first aid, fire and electrical safety, emergency preparedness and liaison with external agencies.

10-103-133 MS Office Excel 1 credit
Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions. Prerequisite: Competency in Windows. Prerequisite: competency in Windows.