

# S.M.A.R.T.

SUPERVISORS' AND MANAGERS' AREAS OF RESPONSIBILITY TRAINING

## SMART Certificate Level 2: Leadership Development for Middle-Managers Core Courses

- Effective Leadership
- Decision Making Best Practices
- Building an Effective Team
- Effective Coaching and Mentoring
- Employee Relations
- Performance Evaluation
- Interviewing, Recruitment, & Selection
- Negotiating for Results

### SMART Certificate Level 2 Information

#### Eligible Participants

- (1) Management Level II employees with supervisory/staff management responsibilities.
- (2) All employees who have completed SMART Certificate Level 1.
- (3) Division Managers and above.

*Note: **Supervisor/Manager approval** is a pre-requisite for all participants.*

#### Requirements

- Complete all core courses specified for this certificate program: 8 'in class' courses.

#### Total Duration

- 32 hours in 4 months.
- Per month: 2 x 4 hour 'in class' course sessions.