



# ONLINE CERTIFICATE IN MANAGEMENT ESSENTIALS

## A MANAGEMENT PROGRAM FOR MILLENNIALS

*Whether you are a millennial trying to break into a career in management, or an employer seeking to develop a promising employee, this program provides the basic tools every new manager needs to succeed. This intensive program teaches skills, techniques, and processes that can be applied immediately in any supervisory situation.*

A Harvard Business Review study on mentoring millennials (May 2010) highlights what millennials want from their boss and their company. They want help navigating a career path, straight feedback, and support for professional development. Millennials also want to learn self-management and develop personal productivity as well as leadership. The good news is the Certificate in Management Essentials provides built-in tools to help with all of the above.

**OFFERED COMPLETELY ONLINE IN  
A SELF-PACED FORMAT THAT FITS  
ANY SCHEDULE**

## **OBJECTIVES**

The program is designed to cover core skills required to be an effective manager and to identify areas that require development. Participants complete a Management Essentials Competency Assessment to identify skills gaps and can choose elective courses based on his or her individual needs. The assessment will help define a learning plan and set professional and personal learning goals moving forward.

## **OUTCOMES**

### **BENEFITS OF THE COURSE TO INDIVIDUALS:**

- Increase your opportunity to break into or advance in your management career
- Understand yourself as a leader and grow personally and professionally
- Gain the insight needed to effectively and efficiently facilitate people and processes within any organization
- Set yourself apart from the competition

### **BENEFITS OF THE COURSE TO ORGANIZATIONS:**

- Develop a performance management process to align the individual's efforts with the organization's goals
- Facilitate and support the employee, providing tools to help identify gaps, create a learning plan, and review progress
- Retain top performers
- Address the individual's needs and reinforce themes and core competencies required by the organization

## **FOR MORE INFORMATION**

University of New Brunswick College of Extended Learning  
Tel.: 506 447-3340 Toll Free: 1 866 599-4646  
cmeinfo@unb.ca

## **COURSES**

### **CORE (REQUIRED):**

- Leading from Within
- Communicating with Impact
- Leadership vs Management
- Taking the Guess Work Out of Management
- Managing Challenging Behaviours
- Supervisor's Toolbox

### **ELECTIVE (CHOICE OF 4)**

- Beyond Engagement
- Operations Management Toolbox
- Coaching Skills for Managers
- Leading and Managing Through Change
- Building a Successful Team
- Conflict, Mediation and Negotiation Toolbox
- Etiquette, Ethics, and e-Communication
- Navigating People-Driven Crisis
- Customer Relationship Management Strategy
- Cognitive Strategies for Leaders
- Facilitating the Employee Lifecycle
- Supporting Mental Health Risk

## **WHO SHOULD ENROL?**

- Recent university or college graduates
- New or emerging managers
- Individuals anticipating or aspiring to a management role