

More Details:

- **Six classes - 18 credits - all online**
- **No textbooks**
- **No prerequisites**
- **Certificate is embedded into full AA Management Degree**
- **Financial-aid eligible**

Knowledge to Work
is a competency-based
educational program that's
affordable, flexible
and personalized.



Ready to get started?

CONTACT US

Go to KnowledgeToWork.com
and “Request More
Information” or email
K2W@lfcc.edu

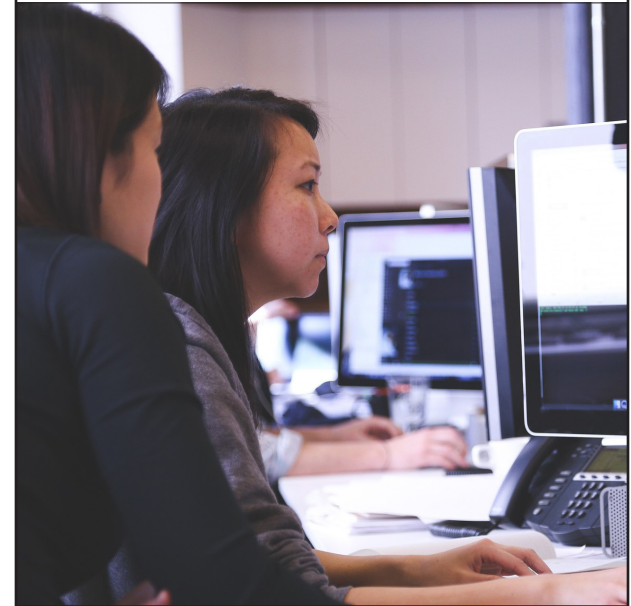
Lord Fairfax Community College
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knowledge **2**work



Career Studies Certificate: Supervision

**Get Credit For
What You Know!**



A learning experience designed just for you



Are you in a supervisory role or interested in obtaining one? Already have experience? But no degree or certificate?

K2W's competency-based Supervision program is for you!

Prior learning assessments allow you to skip over the competencies you already know, saving you time and reducing your workload!

What you'll learn:

This certificate will introduce or reinforce the fundamentals of supervisory duties in relation to subordinates, as well as functions of management in achieving organizational objectives. Expect to learn principles in:

- Leadership
- Work improvement
- Establishing and exercising effective employee/supervisor relationships
- Management functions including planning, organizing, leading, and controlling
- Application of management responsibilities in realistic situations
- Human Resources functions, including selection and placement of personnel, training and orientation methods, and employee performance evaluation
- Oral and written communication in management, including gathering, organizing, and transmitting ideas
- Topics surrounding the United States business legal environment
- Property and contract law as well as government regulatory law
- Agency and partnership liability
- Application of legal principles to business transactions

Where it can take you:

Being trusted to lead, manage, and supervise others is a tremendous responsibility. You must simultaneously play the role of coach, mentor, educator, and advocate for both employees and the organization. Completion of our certificate will give you the tools and techniques you need to excel in your duties, ultimately leading to the success of you, your subordinates, and the organization you represent in exceeding goals and expectations.



Supervision Certificate Courses

Summer

BUS 100
BUS 111

Fall

BUS 236
BUS 241

Spring

BUS 200
BUS 205

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Middletown, VA 22645-1745

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