

# SUPERVISION AND LEADERSHIP DEVELOPMENT (196)

**196-101 - Interpersonal Skills for Manufacturing**

Strengthens interpersonal skills that enhance working effectively in a team environment. Students will focus on following directions, working cooperatively in teams, communicating clearly, listening effectively, demonstrating integrity, and employing a positive attitude.

1 Credit hours

18 Lecture hours

**196-134 - Legal Issues in the Workplace**

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the United States and their impact on employers/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both a union and nonunion environment.

3 Credit hours

54 Lecture hours

**196-136 - Safety in the Workplace**

Introduces safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Studies safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**196-164 - Personal Skills for the Workplace**

Applies the skills and tools necessary to deal with time management, stress and related challenges to a supervisor. Students demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness and dealing effectively with stress.

3 Credit hours

54 Lecture hours

**196-168 - Organizational Development**

Addresses organizational issues related to how we work and exist within an organizational setting. Explores the environment of organizations, technology, personality and attitudes of members of an organization. Analyzes how these themes affect organizational behavior. Equips managers with skills to manage behavior of people and to develop processes within an organization.

3 Credit hours

54 Lecture hours

**196-188 - Project Management**

Introduces the project management process including needs assessment, identification of project resources and costs, establishment of a project schedule, managing the project and assessing the results. Project management concepts are used to analyze problems and create solutions. Learners complete true-to-life projects through project management applications. Coursework is designed to prepare learners for professional certification exams. (Prerequisites: Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office or 501-107 Digital Literacy for Healthcare; 101-138 Data Management, Analysis and Reporting or 196-189 Team Building and Problem Solving or 801-197 Technical Reporting)

3 Credit hours

54 Lecture hours

**196-189 - Team Building and Problem Solving**

Provides opportunities to explore the benefits and challenges of group work, identify the stages of team development, and recognize roles of team players. Examines a systematic problem-solving process. Students apply skills and tools to facilitate problem solving in a team environment. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**196-190 - Leadership Development**

Applies the skills and tools necessary to fulfill his/her role as a modern leader. Each student will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**196-191 - Supervision**

Builds skills necessary for a supervisor to direct individuals and the work that needs to be done within the structure of an organization. Emphasizes the human behavioral aspect of supervision. Focuses on the practical application of supervisory principles of organizing, staffing, leading and controlling.

3 Credit hours

54 Lecture hours

**196-192 - Managing for Quality**

Examines the role of the supervisor in assisting an organization to produce a quality product and/or service. Examines the Total Quality Management concepts and tools needed in the workplace to stay competitive. Ways to incorporate these concepts and tools will be examined in detail.

3 Credit hours

54 Lecture hours

**196-193 - Human Resource Management**

Applies the skills and tools necessary to effectively value and apply employees' abilities to organization goals. Demonstrates the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**196-196 - Leadership Capstone**

Provides students with an opportunity to apply competencies and skills acquired throughout the leadership development program. Technical skill attainment is measured through demonstration of program outcomes.

(Prerequisite: Completion of or concurrent enrollment in 196-168 Organizational Development)

3 Credit hours

54 Lecture hours