



Executive Professional Development

Certificate in Skills for New Managers

HIGHLIGHTS

You will:

- Identify your natural leadership style and how to apply it to your new role.
- Learn how your work style, problem solving ability, communication and leadership style can be utilized to make the change to management.
- Adapt and adjust your habits and patterns as a leader.

Format | Online

Fee | \$2,295

CERTIFICATE OVERVIEW

Everyone's path to management will vary, just as your education and work experience leading to that point is unique. The first step is to understand your skills and attributes and how they will translate into a role as a manager. For many beginning in management, it's figuring out how to think strategically, in line with the organization while keeping personal goals in mind. Every new manager must understand that a large part of their success comes through their team(s) and each employee relies on their manager for support. Ultimately the responsibility of every manager is to build processes that work – personally, for the team and for the organization. What you will be doing will change, so how you think about and approach that work will need to change. The *Certificate in Skills for New Managers* will develop the fundamental skills in the specific areas you need, while learning from the experiences of other new managers joining in the certificate program. Some of the seminars in this program require some advance preparation to ensure you get the most out of the program.

ONLINE COURSES

Participants must complete the required seminar and two electives within a two-year period.

REQUIRED:

Leadership Skills for the New Manager

September 24 - 26, 2025 (Online)
 January 21 - 23, 2026 (Online)
 April 8 - 10, 2026 (Online)
 June 10 - 12, 2026 (Online)

Assess and develop your own leadership competency for a successful management career.

Facilitator: Brenda Fair, BA, CPHR

ELECTIVES:

Applying Strategic Thinking

December 10 - 12, 2025 (Online)
 May 27 - 29, 2026 (Online)

Connects the elements of strategy for the organization to your role.

Facilitator:
 Michael Sanderson, BA, MBA

Developing Managerial Effectiveness

November 19 - 21, 2025 (Online)
 March 25 - 27, 2026 (Online)
 June 17 - 19, 2026 (Online)

Establish the skills necessary to Learn to Prioritize, Plan, Prepare and Perform.

Facilitator: Brenda Fair, CPHR

Essentials of Managing People

October 15 - 17, 2025 (Online)
 February 2 - 4, 2026 (Online)
 May 13 - 15, 2026 (Online)

Develop the skills to coach and develop the people you lead.

Facilitator: Brenda Fair, CPHR

Online Courses Fall 2025 - Spring 2026 run 9 am - 1 pm (Atlantic time)