



Certificate in Leadership & Supervision

Overview

Open to faculty and staff currently employed at the University of Georgia, the Certificate in Leadership & Supervision is intentionally curated to provide aspiring and current supervisors with developmental programming, resources, and networking to enhance their supervisory and leadership capacity within their organization.

Key Highlights

- The Certificate in Leadership & Supervision requirements include completing twelve (12) total courses and all course assignments, surveys, or coaching.
 - Consists of seven (7) core courses and five (5) elective courses.
- Open to all staff and faculty currently employed at the University of Georgia.
- Register via the Professional Education Portal (PEP).

Why Should I Participate?



Grow as a Leader

Explore your own leadership philosophy, it's application in the workplace, and how you navigate your leadership of others.



Enhance Your Supervision Skills

Learn from and with other staff about supervision policies, practices, and enhance your skills as a supervisor.



Complete at your own pace

We know things come up and supervision isn't without its surprises. Engage with Core & Elective courses at your own pace.

What courses are currently offered?

Category	Title
Core	Foundations of Supervision@UGA
Core	Conflict Resolution and Communication Skills
Core	Supervision, Management, and Leadership in the Workplace
Core	Change Management and Strategic Thinking
Core	Employment at UGA: Guidelines and Guidance for Supervisors
Core	Developing Your Supervision Skills & UGA Resources
Core	Team Development and Motivation

To register:

- Head to pep.uga.edu.
- Search "CLS" or "Certificate in Leadership & Supervision"
- Request a seat in a virtual or in-person session that works best for your schedule.

We recommend attending Foundations of Supervision@UGA first.

Electives

Designed to help you intentionally craft your learning path as a supervisor, the wide variety of Certificate in Leadership & Supervision Elective Courses are designed to ensure aspiring and current supervisors can engage in courses of interest while enhancing skills.

Questions?

Check out our Frequently Asked Questions (FAQs) or contact UGA Learning & Development at 706.542.7062 or learnanddev@uga.edu if you have any additional questions.



Certificate in Leadership & Supervision

Frequently Asked Questions

Do I have to currently have supervision responsibilities to participate in this certificate?

- No. This certificate is available for aspiring and current supervisors.

Where do I register to participate?

- Registration is open and ongoing via the Professional Education Portal (PEP) at pep.uga.edu. The Certificate in Leadership & Supervision (or “CLS”) is designed for you to begin when you can and complete it as you are able.

Can I request Learning & Development offer specific course sessions for my team or my department?

- We understand that coordinating schedules for a team can be quite difficult. Unfortunately, at this time we do not offer specific courses for departments and units. You are welcome to reach out to us at learnanddev@uga.edu to inquire about what options are currently available.

I'm a staff member working at another UGA location that is not based on the main Athens campus. Can I still participate?

- Yes. We are offering both in-person and virtual versions of each session to ensure that staff can participate.

I was trying to register for a specific course, but there are no more seats available, what do I do?

- We understand there might be a lot of interest in this Certificate and are currently working to provide more offerings in the future. At this time, we recommend signing up for the waitlist of a course or finding another one at a later date that is available.

Do I have to attend “Certificate in Leadership and Supervision (CLS): (CORE) Foundations of Supervision@UGA” first, or can I sign up for any Certificate courses? Is there a specific order that I need to attend these courses?

- While we recommend that you register and attend the Foundations of Supervision@UGA course, we understand that your schedule and course schedule might not align perfectly. Feel free to sign up for any of the other Core or Elective courses available to you.

How long do you anticipate it taking to complete the Certificate in Leadership & Supervision?

- The Certificate comprises seven (7) required Core Courses and five (5) Elective Courses for a total of twelve (12) Courses.
- The CLS was designed for staff to participate as they can, considering busy work and life schedules, capacity, and interest level. We estimate it will take a staff member around 1 to 2 years to complete the Certificate.

How much time should I dedicate to each course? Are there homework or submission requirements?

- We recommend you set aside an extra 30 minutes before and after a course to help you transition into a learning “headspace” while also giving you time to wrap up anything after a course.
- Some of our instructors will require you to submit an assignment, document, or complete a survey to get course credit.



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Checklist Guide

We recommend you continue to check your progress on your Certificate in Leadership & Supervision in your transcript on the Professional Education Portal (PEP). This resource is an unofficial tool to help you plan out your Certificate progress and assist in coordinating your schedule.



Certificate in Leadership & Supervision Core Courses - 7 Required

Title	Date Completed
Foundations of Supervision@UGA	
Conflict Resolution and Communication Skills	
Supervision, Management, and Leadership in the Workplace	
Change Management and Strategic Thinking	
Employment at UGA: Guidelines and Guidance for Supervisors	
Developing Your Supervision Skills & UGA Resources	
Team Development and Motivation	




Certificate in Leadership & Supervision Elective Courses - 5 Minimum Required

Title	Date Completed

Contact

UGA Learning & Development

 706.542.7062

 hr.uga.edu/learnanddev

 learnanddev@uga.edu

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