Supervisory Excellence Program*
* Note core and elective courses will be revised and a new program format will be available on October 2, 2017.

All the information contained in this document is as of July 2017.

Certificate Eligibility
To be eligible for the Certificate in Supervisory Excellence, participants must fulfill these requirements:

1. Completion of the 2 core classes
2. Completion of 4 elective classes
3. Capstone Case Study (final assignment after core and electives satisfied)

Core and elective courses can be taken in any order.

Core Classes

- Employment at UGA: Guidelines and Guidance
- It’s Not About the Ketchup: Creating a Culture of Service Excellence

Elective Classes

The core and elective courses can be taken in any order.

- Create Meetings with Purpose, Design and Follow-through
- Creating a Welcoming Environment for New Employees
- From Vision to Implementation: Strategic Planning
- Managing and Engaging a Student Workforce
- Performance Evaluation Process
- Productive Conflict
- Professional Development Planning for Employee Growth and Development
- Project Management for Supervisors
- Taking Control during an Emergency
- UGA Hiring Process: Position Posting and Job Applications
- UGA Hiring Process: Seeing Starts: How to Find, Attract, and Hire the Best
- UGA Hiring Process: Strategies for Successful Interviewing
- Understanding Student Worker Mental Health
- Why Ethics Still Matter
Online Elective
Participants may choose to complete ONE elective course using a self-paced online course. The online training component of the Supervisory Excellence Program offers a flexible option that participants may complete on their own schedules wherever they have a computer and Internet connection utilizing Lynda.com. A list of recommended courses is available at:  http://www.hrdocs.uga.edu/online-electives.pdf
Note: only one elective may be filled using the online option.