Supervision Certificate

Required Courses Total Hours: 8.5

 Duration

Management Essentials: Directing Others 1 hour

Management Essentials: Delegating 1 hour

Management Essentials: Developing Your Direct Reports 1 hour

Management Essentials: Confronting Difficult Employee Behavior 1 hour

Management Essentials: Managing a Diverse Team 1 hour

Management Essentials: Treating Your Direct Reports Fairly 1 hour

Management Essentials: Caring about Your Direct Reports 1 hour

Workplace Management: Employment Laws and Regulations

* Lesson: HR and Regulatory Environment in the US
	+ Topic: Organizational Compliance Measures 3 minutes
* Lesson: Compensation and Employment Laws
	+ Topic: Fair Labor Standards Act 10 minutes
	+ Topic: Fair Labor Standards Act Amendments 4 minutes

[SkillBrief: Understanding the Fair Labor Standards Act](http://marylandschools.skillport.com/skillportfe/assetSummaryPage.action?assetid=hr_20_a04_bs_enus&fromShare=yes)

[SkillBrief: [Understanding Fair Labor Standards Act Amendments](http://marylandschools.skillport.com/skillportfe/assetSummaryPage.action?assetid=hr_20_a04_bs_enus&fromShare=yes)](http://marylandschools.skillport.com/skillportfe/assetSummaryPage.action?assetid=hr_20_a04_bs_enus&fromShare=yes)
Choose One:

Managing Workforce Generations: Introduction to 1 hour
Cross-generational Employees

Creating and Maintaining a Positive Work Environment  1 hour

Strategies for Successful Employee Onboarding: An Introduction 1 hour