



## Management Training Certificate Program

*Application (2008/09)*

Name:

Department:

Phone:

Date:

Email:

Organization Code\*:

(6 digit Banner Department Code)

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The SJU Management Training Certificate Program is designed to develop managers in the important role they play in this campus community. The certificate will be awarded to individual who complete six sessions in two years.

### Program Objectives

- To educate employees on key management issues
- To provide a forum for managers to discuss important concepts and learn from each other's experience

### Expectations for the participant

- Attend six workshops in two years
- Read all advanced assignments and come prepared to discuss relevant management topics
- Determine ways to apply learned knowledge to your workplace

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

### Expectations of the supervisor

- Support the employee in finding time to prepare for and attend the sessions.
- Conduct a post-learning discussion following each session to assist the participant in assimilating the theories into practice.

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\*Note – Account code 7303 will be charged \$60 per workshop upon registration