

**Supervisor Certification Curriculum  
2012 Enrollment Form**

Name: \_\_\_\_\_

| Core Class   | Credits | ASE    | Non-   | Date(s) |
|--|---------|--------|--------|---------|
|  |         | Member | Member |         |
| Business Writing I: Productive Emails Letters & Memos                | 1       | \$225  | \$285  |         |
| Principles and Practices of Supervision I                            | 3       | \$479  | \$629  |         |
| Principles and Practices of Supervision II                           | 3       | \$479  | \$629  |         |
| Win-Win Communication Skills   | 1       | \$225  | \$285  |         |
| <b>(8 credits required)Total Core Credits and Cost</b>               |         |        |        |         |
| Elective Class   | Credits | ASE    | Non-   | Date(s) |
|  |         | Member | Member |         |
| 8-Step Root Cause Problem Solving                                    | 1       | \$225  | \$285  |         |
| Advanced Presentation Skills   | 1       | \$225  | \$285  |         |
| Assertive Advantage: Communicate with Confidence                     | 1       | \$225  | \$285  |         |
| Coaching for Peak Performance  | 1       | \$225  | \$285  |         |
| Conducting Effective Performance Appraisals/Reviews                  | 1       | \$225  | \$285  |         |
| Conflict Prevention and Resolution                                   | 1       | \$225  | \$285  |         |
| Constructive Criticism and Feedback                                  | 1       | \$225  | \$285  |         |
| Creative Problem Solving: See It, Solve It, Succeed                  | 1       | \$225  | \$285  |         |
| Creative Thinking: Becoming a Leader in Innovation                   | 1       | \$225  | \$285  |         |
| Dealing with Difficult People  | 1       | \$225  | \$285  |         |
| Dealing with Professional and Personal Stress                        | 1       | \$225  | \$285  |         |
| Delegating for Results   | 1       | \$225  | \$285  |         |
| Documenting Discipline and Discharge                                 | 0.5     | \$125  | \$165  |         |
| Effective Presentation Skills  | 2       | \$325  | \$385  |         |
| Employment Law: Danger Zones   | 0.5     | \$125  | \$165  |         |
| Goal Setting   | 1       | \$225  | \$285  |         |
| Harassment Prevention: Promoting a Respectful Workplace              | 0.5     | \$125  | \$165  |         |
| Hiring and Firing within the Law                                     | 0.5     | \$125  | \$165  |         |
| Interviewing Skills  | 1       | \$225  | \$285  |         |
| Interviewing Skills - Applied  | 1       | \$225  | \$285  |         |
| Managing Change: Taming the Change Monster                           | 1       | \$225  | \$285  |         |
| Managing Diversity   | 0.5     | \$125  | \$165  |         |
| Managing Problem Employees: Communication & Documentation Strategies | 0.5     | \$125  | \$165  |         |
| Managing Under Pressure: How to Stay Calm and in Control             | 1       | \$225  | \$285  |         |
| Managing within a Union Contract                                     | 0.5     | \$125  | \$165  |         |
| Maintaining a Union-Free Workplace                                   | 1       | \$225  | \$285  |         |
| Motivating at Work   | 1       | \$225  | \$285  |         |
| Negotiation Skills: Getting to Yes                                   | 1       | \$225  | \$285  |         |
| Performance Coaching for Managers                                    | 0.5     | \$125  | \$165  |         |
| Profile of a Leader  | 1       | \$225  | \$285  |         |
| Project Management   | 1       | \$225  | \$285  |         |
| Reducing Waste and Increasing Personal Productivity                  | 0.5     | \$125  | \$165  |         |
| Strategic Planning   | 0.5     | \$125  | \$165  |         |
| Supervisory Survival Skills  | 1       | \$225  | \$285  |         |
| Team Building I: Creating High Performance Teams                     | 1       | \$225  | \$285  |         |
| Team Building II: Inspiring Growth and Motivation                    | 1       | \$225  | \$285  |         |
| Time and Priority Management   | 1       | \$225  | \$285  |         |
| Winning with People: Understanding Behavioral Styles                 | 1       | \$225  | \$285  |         |
| Workplace Investigations: From Complaint to Resolution               | 0.5     | \$125  | \$165  |         |
| <b>(8 credits required)Total Elective Credits and Cost</b>           |         |        |        |         |
| <b>Total Credits and Cost of Courses</b>                             |         |        |        |         |
| *ASE's Member Certification  |         |        | N/A    |         |
| Your Discounted Total Cost   |         |        | N/A    |         |

\*As an ASE member, by registering and pre-paying for all the courses necessary to receive certification, you receive a 10% discount off the entire certification cost.