



# Supervisory Management Course Schedule

Fall 2011

## Supervisory Leadership Certificate Quality Certificate

Course #	Course Title	Cr	Day	Time	Dates	Location
SMGT 1000	Principles of Supervisory Leadership	3	M	6 pm - 9pm	8/22/11 – 11/14/11	Owatonna
SMGT 1060	Strategies for Personal Effectiveness	1	S	8 am - 2 pm	8/27/11 & 9/10/11	Albert Lea
SMGT 1020	Leadership Development	2	Th	6 pm - 9 pm	9/1/11 – 10/20/11	Owatonna
SMGT 1010	Interpersonal Skills	1	S	8 am - 5 pm	9/24/11	
			S	8 am - 2 pm	10/8/11	Albert Lea
SMGT 1030	Work Ethics	1	S	8 am - 5 pm	10/22/11	Albert Lea
SMGT 1210	Problem Solving/Decision Making	2	T	6 pm - 9 pm	10/25/11 – 12/13/11	Owatonna
SMGT 1240	Meeting Management	1	S	8 am - 5 pm	11/5/11	Albert Lea
SMGT 1050	Conflict Resolution	1	S	8 am - 5 pm	11/12/11	Albert Lea
SMGT 1040	Managing Change	1	S	8 am - 2 pm	11/19/11 & 12/3/11	Albert Lea
SMGT 1260	Time Management	1	S	8 am - 5 pm	12/17/11	Albert Lea

We will be meeting periodically throughout the year to keep you on target with the portfolio creation required at the completion of each certificate.

Each student is assigned a Riverland Community College email address. Please know your email address and how to access it. This is our main avenue of communication.

For more information, please contact any member of the Riverland Supervisory Management Team:

**1-800-247-5039**

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For Information regarding:

- Course Descriptions and Program Information
- Student Policies, Procedures and Announcements
- Online Resources
- Your Personal Student Account and Academic Record

Visit our Website at  
[www.riverland.edu](http://www.riverland.edu)