



Supervisory Management Course Schedule

Spring 2012

Quality Certificate

Human Resource Development Certificate

Course #	Course Title	Cr	Day	Time	Dates	Location
SMGT 1200	Quality and Productivity Improvement	2	M	6 pm – 9 pm	1/9/12 – 3/19/12	Owatonna
SMGT 1230	Planning & Project Management	1	S	8 am - 2 pm	1/14/12 & 1/28/12	Albert Lea
SMGT 1400	Performance Management	1	Th	6 pm – 9 pm	2/2/12 – 2/23/12	Owatonna
SMGT 1250	Managing Customer Service	1	S	8 am - 5 pm	2/11/12	Albert Lea
SMGT 1270	Creativity & Innovation	1	S	8 am - 5 pm	2/25/12	Albert Lea
SMGT 1440	Employee Selection	1	Th	6 pm - 9 pm	3/1/12 – 3/29/12	Owatonna
SMGT 1410	Coaching	1	S	8 am - 5 pm	3/10/12	Albert Lea
SMGT 1450	Employee Training	2	M	6 pm - 9 pm	3/26/12 – 5/14/12	Owatonna
SMGT 1470	Safety & Compliance Management	1	Th	6 pm – 9 pm	4/5/12 – 5/3/12	Owatonna
SMGT 1220	Work Teams	1	S	8 am – 5 pm	4/14/12	Albert Lea
				8 am – 2 pm	4/28/12	Albert Lea
SMGT 1420	Managing a Diverse Workforce	1	S	8 am – 5 pm	3/24/12	Albert Lea
SMGT 1460	Stress Management/Wellness	1	S	8 am – 5 pm	5/5/12	Albert Lea
SMGT 1430	Employment Law	1	S	8 am – 5 pm	5/19/12	Albert Lea
			M	6 pm – 9 pm	5/21/12 & 5/24/12	Albert Lea
SMGT 1480	Employee Assistance Issues	1	S	8 am – 2 pm	6/2/12 & 6/9/12	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