Certified Supervisor

CS



Exam Preparation Training

GLOBALTRAINING INSTITUTE

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Course Description

The Certified Supervisor (CS) Certification program offers a cost-effective and time-efficient alternative to a college degree, providing essential knowledge and practical insights into the job responsibilities of managers and supervisors. Gain the skills needed to thrive in today's workplace.

Who Should Attend

This program is ideal for professionals who wish to advance their careers by gaining a deeper understanding of leadership responsibilities and team management, with an emphasis on creating more productive and effective work environments.

- Individuals currently working in supervisory or management roles who wish to improve their skills.
- Those aspiring to move into supervisory or management positions.
- Individuals Seeking Promotion
- Organizations Looking to Train Their Employees
- Trainers or Career Coaches
- Recent Graduates

Course Objectives

- Develop planning strategies and measurable objectives aligned with organizational goals.
- Master leadership techniques to inspire teams and foster a high-performance environment.
- Efficiently organize resources and workflows while implementing controls to meet targets.
- Apply quality control principles to maintain high standards in products and services.
- Enhance critical thinking and problem-solving skills for ethical decision-making.
- Effectively manage teams to ensure collaboration and accountability.
- Learn staffing, training, and evaluation best practices to build a strong workforce.
- Create an inclusive environment that values workplace diversity.
- Implement customer service strategies that exceed expectations.
- Master communication skills for effective interaction with all stakeholders.
- Gain knowledge in accounting and finance for effective financial management.

Course Content:

- Planning and setting objectives
- Leading and motivating
- Organizing and controlling
- Quality Control
- Problem solving and ethical decision-making
- Managing groups and teams
- Staffing, training, and appraising performance
- Managing diversity
- Customer service
- Communication
- Accounting and finance

Is the CS Certification Right for Me?

The Certified Supervisor (CS) Certification is designed for individuals who are eager to develop their leadership and management skills, take on supervisory roles, and advance their careers. But how do you know if this certification is the right fit for you? Here are some key questions to help you assess whether the CS Certification aligns with your goals:

- **Ready to Advance Your Career?**

Looking to step into management or move up in your current role? The CS Certification equips you with the skills and credentials needed for career growth.

- **Want to Enhance Your Leadership Skills?**

Develop key leadership qualities, including team motivation, effective communication, and ethical decision-making, to become a more effective leader.

- **Already in a Supervisory Role?**

Refine your skills, stay current with best practices, and increase your value within your organization with the CS Certification.

- **Interested in Ethical Decision-Making and Problem Solving?**

Build your problem-solving and ethical decision-making skills to navigate complex situations with confidence.

Looking to Improve Communication and Team Management?

Enhance your communication and team management skills, essential for success in supervisory positions.

- **Want to Learn About Diversity and Customer Service?**

Gain knowledge in managing workplace diversity and delivering exceptional customer service, key components of modern organizations.

- **Seeking a Cost-Effective Path to Career Growth?**

The CS Certification offers a practical, time-efficient alternative to a college degree, providing real-world skills in a shorter timeframe.

- **Driven by Self-Development?**

Ideal for self-motivated individuals eager to grow as effective managers and leaders, the CS Certification fosters personal and professional development.

- **Looking to Expand Your Network?**

Connect with like-minded professionals, mentors, and industry experts through valuable networking opportunities offered by the CS Certification.

Certification Exam:

Certification is awarded after passing a 90-question multiple-choice online exam.
The Certified Supervisor exam assesses essential analytical skills, knowledge, and decision-making skills in the following areas:

- **The Supervisory Environment 38%**
- **Planning and Organizing 31%**
- **Leading and Controlling 31%**

Eligibility Requirements

To qualify for a CS certification program an applicant must have a combined total of 4 points with at least 1 Education point and 1 Experience point.

- **Education Requirements**

Meeting the education requirements for the Certified Supervisor certification program is easy:
Applicants interested in the CS certification must have obtained a high-school diploma or completed their GED (General Education Diploma)

- **Education Points**

Education points are determined through the following system:
High School diploma (or equivalent) = 1 point
College Education
Earned per year Completed = 1 point
Earned per half year Completed = 0.5 points
Other Certifications = 1 point
Maximum awared = 2
Management training
Earned per 40 hours completed = 1 point

- **Experience Requirements**

To meet the experience eligibility requirements for the CS certification program, applicants should be able to document at least 1 but no more than 7 points. Experience points should be documented with:
. Resume
. Joint Services Transcript, Smart Transcript, or Career Data Brief

- **Experience Points**

Experience points are determined through the following system:
Management/Leadership Position = 1 point per year of full-time employment
Non-management/Non-leadership Experience = 0.5 points per year of full-time employment

Course Fees:

- **The course fees do not include the ICPM membership or the final exam fee.**

