

## These courses are Required University of Manitoba Courses

### **97978 SUPERVISORY MANAGEMENT I**

This introduction to front-line supervision includes a range of management strategies and topics such as: the application of theory, principles and concepts; the role of the supervisor; professionalism; understanding one's personality/leadership style; communication; conflict resolution and negotiation.

Course Hours: 36

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### **97979 SUPERVISORY MANAGEMENT II**

The focus in this course is on the additional skills needed to work in a supervisory position. Key topics include: teams and team leadership; problem solving and decision making; managing change; performance management/performance appraisal; counselling and mentoring; planning and the impact of globalization and computer technology on work.

Prerequisite: Supervisory Management I

Course Hours: 36

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### **Elective Course – Choose one of the following:**

#### **23011 Canadian Business: An Introduction**

This course will introduce you to contemporary business management in the Canadian context. You will examine the management functions of planning, organizing, directing and controlling and the business functions of personnel, marketing, production and finance. You will learn basic business management concepts through class interaction. On completion, you will be aware of the fundamentals of today's managerial world and will be able to discuss current issues challenging Canadian business.

Course Hours: 39

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#### **24011 Managing the Human Resource Function**

This course introduces the strategic management of the human resource functions within various types of organizations. While taking into account recent changes in the economic, social and legal environment, it examines the essential functions of recruitment, selection, performance management, training and development, health and safety, counselling, union/management relations and compensation.

Course Hours: 36

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#### **24027 Managerial Communication**

Your success in business depends heavily on your ability to communicate efficiently and effectively. By successfully completing this course, you will be familiar with key strategies and skills in effectively handling both oral and written business communications (letter writing, report writing, and oral presentations). Other topics included are listening skills, resume and letter of application, and non-verbal communication.

Course Hours: 39