



# RUTGERS

Rutgers Business School  
Executive Education

## Mini-MBA: Basic Organizational and Supervisory Skills



The transition from individual contributor to team leader is an exciting one, but without training or guidance becoming a successful manager can be stressful and scary. Understanding how to motivate employees, provide feedback and maintain morale rarely comes naturally.

Our *Basic Organizational and Supervisory Skills (BOSS)* course is an excellent opportunity for those new to supervisory roles—whether for the first time in their careers, or for the first time in an industry or organization different from prior experience.

### ***What will you learn?***

- **Time management:** learn the importance of managing time effectively
- **Performance management:** understand and implement the successful performance feedback methods that lead to retention and growth
- **Communication:** master the ability to articulate to your team clearly, with confidence and encouragement, to inspire direct reports

### **PROGRAM BENEFITS**

- Specifically designed to introduce new leaders to core management skills such as collaboration, performance assessment, and change management
- Provides structured classroom discipline led by professionals with industry experience
- Participate in a rigorous university program and earn a program certificate as well as academic credits that can be applied toward future education goals

### **PROGRAM OUTCOMES**

- Manage with greater confidence and increased competencies in key leadership skills. Communicate to your team with more clarity and assess performance accurately and fairly
- Understand and participate in management-level decisions with the ability to contribute as a peer
- Become not only a better manager, but better employee, as you can identify core strengths in yourself and others and provide action-oriented feedback

**CONTACT US**



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