

SUPERVISORY LEADERSHIP

CERTIFICATE



University of Dayton
Center for Leadership



WHAT IS THE SUPERVISORY LEADERSHIP CERTIFICATE?

The Supervisory Leadership Certificate is an 11-day leadership development cohort designed to maximize your personal and team performance. During this six-month cohort, you will be empowered to excel in your daily roles and responsibilities and expand your impact as a leader, regardless of your title or position. This certificate combines research-based frameworks with practical tools for immediate application in the workplace.

WHAT ARE THE BENEFITS OF THE SUPERVISORY LEADERSHIP CERTIFICATE?

- **Learn from local and regional thought leaders.**
- **Expand your network** with a built-in community of front-line leaders.
- **Identify your strengths and opportunities for growth** through a comprehensive 360° assessment.
- **Create a development plan** based on personalized assessments.
- **Build a relationship with your mentor** to accelerate your development.
- **Continue your learning** with two complimentary Professional Development units upon completion of the certificate.

WHO IS AN IDEAL CANDIDATE FOR THE SUPERVISORY LEADERSHIP CERTIFICATE?

If you are a front-line supervisor, manager, or ready to step into a leadership role, this certificate will empower you to lead with confidence and make a greater impact. Through practical strategies, in-depth assessments, mentorship, coaching, and a personalized development plan, you will build your foundation for effective self and team leadership.



JANUARY 2027

1/13	Understanding Leadership & Team Development
2/4	Leveraging Mentorship for Growth
2/16	Going from Peer to Supervisor
3/3	360° Assessment Feedback
3/24	Time Management & Personal Productivity
4/8	Communication Skills for Front-Line Leaders
4/20	Navigating Difficult Conversations
5/11	Coaching & Evaluating Performance
5/19	Effective Decision Making
6/10	Leading Change at the First Level
6/24	Leadership is Everyone's Business

*MARCH 2027

3/9	Understanding Leadership & Team Development
3/31	Leveraging Mentorship for Growth
4/13	Going from Peer to Supervisor
4/22	360° Assessment Feedback
4/29	Communication Skills for Front-Line Leaders
5/13	Time Management & Personal Productivity
6/15	Navigating Difficult Conversations
6/23	Coaching & Evaluating Performance
7/15	Effective Decision Making
7/28	Leading Change at the First Level
8/12	Leadership is Everyone's Business

MAY 2027

5/18	Understanding Leadership & Team Development
6/3	Leveraging Mentorship for Growth
6/16	Going from Peer to Supervisor
6/29	360° Assessment Feedback
7/7	Time Management & Personal Productivity
7/27	Navigating Difficult Conversations
8/10	Communication Skills for Front-Line Leaders
8/31	Coaching & Evaluating Performance
9/9	Effective Decision Making
9/30	Leading Change at the First Level
10/14	Leadership is Everyone's Business



JULY 2027

7/13	Understanding Leadership & Team Development
8/3	Leveraging Mentorship for Growth
8/17	Going from Peer to Supervisor
9/1	360° Assessment Feedback
9/15	Time Management & Personal Productivity
9/28	Communication Skills for Front-Line Leaders
10/13	Navigating Difficult Conversations
10/28	Coaching & Evaluating Performance
11/9	Effective Decision Making
11/16	Leading Change at the First Level
12/1	Leadership is Everyone's Business

*SEPTEMBER 2027

9/8	Understanding Leadership & Team Development
9/22	Leveraging Mentorship for Growth
10/7	Going from Peer to Supervisor
10/19	360° Assessment Feedback
11/10	Time Management & Personal Productivity
11/30	Communication Skills for Front-Line Leaders
12/14	Navigating Difficult Conversations
1/19/28	Coaching & Evaluating Performance
1/26/28	Effective Decision Making
2/10/28	Leading Change at the First Level
2/24/28	Leadership is Everyone's Business

OCTOBER 2027

10/5	Understanding Leadership & Team Development
10/26	Leveraging Mentorship for Growth
11/2	Going from Peer to Supervisor
11/17	360° Assessment Feedback
12/7	Time Management & Personal Productivity
1/20/28	Communication Skills for Front-Line Leaders
2/2/28	Navigating Difficult Conversations
2/16/28	Coaching & Evaluating Performance
2/29/28	Effective Decision Making
3/9/28	Leading Change at the First Level
3/23/28	Leadership is Everyone's Business

**Cohorts marked with an asterisk (*) are exclusively in-person; all other cohorts offer a hybrid/virtual option.*



EVERY LEADER HAS A UNIQUE PATH. LET US BE YOUR GUIDE.

Identify the competency or skill you are looking to develop from the list below, and find your programs that will address that skill. Program dates and descriptions are listed in detail throughout this document.

FACTOR I: THOUGHT

☐ Decision Quality

- Effective Decision Making

☐ Manages Complexity

- Effective Decision Making
- Leading Change at the First Level
- Navigating Difficult Conversations

FACTOR II: RESULTS

☐ Directs Work

- Coaching & Evaluating Performance
- Going from Peer to Supervisor

☐ Drives Results

- Effective Decision Making

☐ Optimizes Work Processes

- Communication Skills for Front-Line Leaders
- Time Management & Personal Productivity

☐ Plans & Aligns

- Time Management & Personal Productivity

☐ Resourcefulness

- Going from Peer to Supervisor
- Time Management & Personal Productivity

FACTOR III: PEOPLE

☐ Builds Effective Teams

- Leading Change at the First Level
- Understanding Leadership & Team Development

☐ Builds Networks

- Communication Skills for Front-Line Leaders
- Leveraging Mentorship for Growth

☐ Collaborates

- Coaching & Evaluating Performance
- Going from Peer to Supervisor
- Leadership is Everyone's Business

☐ Communicates Effectively

- Coaching & Evaluating Performance
- Communication Skills for Front-Line Leaders
- Navigating Difficult Conversations
- Understanding Leadership & Team Development

☐ Develops Talent

- Coaching & Evaluating Performance

☐ Drives Engagement

- Effective Decision Making
- Leadership is Everyone's Business
- Leading Change at the First Level
- Leveraging Mentorship for Growth

☐ Drives Vision & Purpose

- Leadership is Everyone's Business

☐ Interpersonal Savvy

- Communication Skills for Front-Line Leaders
- Leveraging Mentorship for Growth
- Navigating Difficult Conversations
- Understanding Leadership & Team Development

☐ Manages Conflict

- Navigating Difficult Conversations

☐ Persuades

- Coaching & Evaluating Performance
- Communication Skills for Front-Line Leaders

FACTOR IV: SELF

☐ Being Resilient

- 360° Assessment Feedback
- Going from Peer to Supervisor
- Leading Change at the First Level

☐ Courage

- 360° Assessment Feedback
- Going from Peer to Supervisor
- Leadership is Everyone's Business

☐ Demonstrates Self-Awareness

- 360° Assessment Feedback
- Leveraging Mentorship for Growth
- Understanding Leadership & Team Development

☐ Instills Trust

- Leadership is Everyone's Business

☐ Manages Ambiguity

- Time Management & Personal Productivity

☐ Nimble Learning

- 360° Assessment Feedback

☐ Self-Development

- 360° Assessment Feedback
- Leveraging Mentorship for Growth
- Time Management & Personal Productivity
- Understanding Leadership & Team Development

☐ Situational Adaptability

- Effective Decision Making
- Leading Change at the First Level
- Navigating Difficult Conversations



UNDERSTANDING LEADERSHIP & TEAM DEVELOPMENT

1/13 | 3/9* | 5/18 | 7/13 | 9/8* | 10/5 | 9:00 AM – 4:00 PM

Leadership begins with understanding yourself and your team. In this interactive program, use the DiSC® Workplace self-assessment to gain personalized insights into your workplace priorities, motivators, and stress triggers. Learn how to adapt your style to work more effectively with others, foster collaboration, and enhance team performance. Discover strategies to build high-performing teams that deliver exceptional results.

This program will help leaders:

- Analyze your workplace behaviors to identify strengths and areas for improvement.
- Identify strategies to improve team performance.
- Develop actionable plans to work effectively with individuals of diverse workplace styles.

Competency / Skill: Builds Effective Teams, Communicates Effectively, Demonstrates Self-Awareness, Interpersonal Savvy, Self-Development

LEVERAGING MENTORSHIP FOR GROWTH

2/4 | 3/31* | 6/3 | 8/3 | 9/22* | 10/26 | 9:00 AM – 12:00 PM

Unlock the potential of mentorship in this dynamic program designed to foster impactful relationships. Collaboratively define expectations and establish goals with your mentor for your six-month mentorship. Gain practical tools to leverage your preferred coaching styles and address real-world challenges that maximize your growth and engagement.

This program will help leaders:

- Assess your coaching styles to implement effective mentoring strategies.
- Design tailored mentoring plans that address your specific developmental opportunities.
- Evaluate real-world challenges in alignment with your mentorship goals.

Competency / Skill: Builds Networks, Demonstrates Self-Awareness, Drives Engagement, Interpersonal Savvy, Self-Development

GOING FROM PEER TO SUPERVISOR

2/16 | 4/13* | 6/16 | 8/17 | 10/7* | 11/2 | 9:00 AM – 4:00 PM

Transitioning from peer to supervisor is a pivotal step in leadership. Discover tools to navigate this shift successfully. Learn how to build credibility, manage relationships, and lead teams with confidence and clarity through group exercises, discussions, and skills practice.

This program will help leaders:

- Explain the challenges of transitioning into a supervisory role.
- Demonstrate key behaviors that establish your credibility and authority.
- Implement strategies to effectively manage and support your team members during transitions.

Competency / Skill: Being Resilient, Collaborates, Courage, Directs Work, Resourcefulness

360° ASSESSMENT FEEDBACK

3/3 | 4/22* | 6/29 | 9/1 | 10/19* | 11/17 | 9:00 AM – 12:00 PM

Receive invaluable feedback from colleagues and a certified coach in this program designed to foster self-awareness and professional growth. Use feedback to create a personalized development plan that supports your continued growth and leadership effectiveness.

This program will help leaders:

- Evaluate feedback to identify your leadership strengths and areas for growth.
- Compare your self-perceptions with those of your raters to gain new insights.
- Design a development plan aligned with your feedback and career goals.

Competency / Skill: Being Resilient, Courage, Demonstrates Self-Awareness, Nimble Learning, Self-Development

TIME MANAGEMENT & PERSONAL PRODUCTIVITY

3/24 | 5/13* | 7/7 | 9/15 | 11/10* | 12/7 | 9:00 AM – 4:00 PM

Time is your most valuable resource. Explore proven techniques to optimize your schedule, prioritize tasks, and overcome productivity barriers. Leave with actionable strategies to enhance your effectiveness and achieve measurable results, both individually and within teams.

This program will help leaders:

- Uncover obstacles to your personal and team productivity.
- Apply effective time and priority management tools and techniques.
- Create sustainable practices for maintaining high productivity.

Competency / Skill: Manages Ambiguity, Optimizes Work Processes, Plans & Aligns, Resourcefulness, Self-Development

COMMUNICATION SKILLS FOR FRONT-LINE LEADERS

1/12 | 4/8 | 4/29* | 8/10 | 9/28 | 11/30* | 1/20/28 | 9:00 AM – 4:00 PM

Effective communication is essential to your leadership success, especially as front-line leaders are expected to develop skills once associated with senior leadership. In this program, hone the skills needed to craft impactful messages, lead productive meetings, and build professional relationships. Learn how to communicate with clarity and foster engagement across all levels of an organization.

This program will help leaders:

- Develop communication strategies to effectively lead your team.
- Craft written and verbal messages that motivate action and build trust.
- Facilitate meetings and discussions that drive team alignment and outcomes.

Competency / Skill: Builds Networks, Communicates Effectively, Interpersonal Savvy, Optimizes Work Processes, Persuades

NAVIGATING DIFFICULT CONVERSATIONS

1/26 | 4/20 | 6/15* | 7/27 | 10/13 | 12/14* | 2/2/28 | 9:00 AM – 4:00 PM

Difficult conversations are a critical component of leadership and can significantly impact team dynamics and organizational outcomes. Practice a structured approach to handling challenging discussions with confidence and empathy. Learn how to manage your emotions, foster understanding, and drive positive outcomes using a proven five-step conversation model.

This program will help leaders:

- Analyze potential costs of avoiding difficult conversations to your personal and organizational success.
- Demonstrate the steps of a positive conversation model to prepare for and initiate impactful discussions.
- Identify techniques to regulate your emotions and support constructive dialogue during challenging conversations.

Competency / Skill: Communicates Effectively, Interpersonal Savvy, Manages Complexity, Manages Conflict, Situational Adaptability

COACHING & EVALUATING PERFORMANCE

1/20* | 2/11 | 5/11 | 6/23* | 8/31 | 10/28 | 1/19/28* | 2/16/28 | 9:00 AM – 4:00 PM

Strengthen your leadership impact in this hands-on program designed to enhance your management skills for today's dynamic workplace. Learn how to provide effective coaching that develops team members, addresses performance issues, and inspires peak performance. Explore best practices for conducting performance evaluations and coaching conversations that foster employee growth and ownership.

This program will help leaders:

- Describe the essential components of an effective performance evaluation process.
- Apply analytical tools to diagnose the root causes of performance challenges.
- Demonstrate coaching techniques to initiate impactful performance conversations.

Competency / Skill: Collaborates, Communicates Effectively, Develops Talent, Directs Work, Persuades

EFFECTIVE DECISION MAKING

1/28* | 2/17 | 5/19 | 7/15* | 9/9 | 11/9 | 1/26/28* | 2/29/28 | 9:00 AM – 4:00 PM

Decisions shape the trajectory of your organization and career. Gain the tools and confidence to make decisions that drive innovation, enhance team morale, and improve organizational outcomes. Learn and apply proven decision-making techniques to overcome indecision, mitigate risks, and deliver results in a variety of workplace scenarios.

This program will help leaders:

- Analyze the consequences of your past, present, and future decisions to understand their broader impact.
- Identify personal tendencies and biases that influence your decision-making processes.
- Apply structured guidelines and strategies to improve your decision quality and outcomes.

Competency / Skill: Decision Quality, Drives Engagement, Drives Results, Manages Complexity, Situational Adaptability

LEADING CHANGE AT THE FIRST LEVEL

2/9* | 3/2 | 6/10 | 7/28* | 9/30 | 11/16 | 2/10/28* | 3/9/28 | 9:00 AM – 4:00 PM

Change is a constant in the modern workplace, and you play a critical role in helping your team navigate it successfully. Develop the resilience and adaptability needed to lead through change. Gain insights into anticipating, planning for, and implementing change while building your competence in guiding teams through transitions.

This program will help leaders:

- Identify the core elements of change resilience and how to cultivate them.
- Develop strategies to anticipate, plan for, and manage organizational change effectively.
- Implement change leadership tactics to support and empower your team during transitions.

Competency / Skill: Being Resilient, Builds Effective Teams, Drives Engagement, Manages Complexity, Situational Adaptability

LEADERSHIP IS EVERYONE’S BUSINESS

2/25* | 3/16 | 6/24 | 8/12* | 10/14 | 12/1 | 2/24/28* | 3/23/28 | 9:00 AM – 4:00 PM

Leadership is not determined by titles or positions. In this transformative program, use The Five Practices of Exemplary Leadership® and The Leadership Challenge® Self Empowered™ self-assessment to gain clarity about your leadership strengths and uncover opportunities for growth. Discover actionable strategies to inspire others and drive meaningful change.

This program will help leaders:

- Discover leadership strategies that you can apply across roles and levels within an organization.
- Analyze your leadership strengths and opportunities for improvement.
- Apply The Five Practices of Exemplary Leadership® to foster engagement and inspire collaboration.

Competency / Skill: Collaborates, Courage, Drives Engagement, Drives Vision & Purpose, Instills Trust