

SELF STUDY MANAGEMENT COURSES:

These are textbook-based courses that give you the competitive edge. Gain the skills needed to succeed in a career while studying at your convenience. Minimal assignments and one final test are required for completion. Correspond with Business Development Center staff at fdc@rogucecc.edu. Facilitator: Donna Love, BDC. Ten weeks are allowed to complete each course, after which an AMA/RCC certificate of participation will be awarded. Continuing Education Units (CEUs) are available for many of these courses. Open enrollment. **Tuition per course: \$181.** Choose from:

- **9.556 S12 COACHING FOR TOP PERFORMANCE:** Learn to improve your coaching skills so staff can improve their performance. Define and communicate performance goals using S.M.A.R.T (Specific, Measurable, Attainable, Relevant and Time-Trackable) criteria. Enhanced templates included.
- **9.557 S12 GETTING ASSERTIVE:** Learn to deal with confrontations decisively, yet diplomatically. Learn to cope more effectively with stress and tension and to say “no” to unfair demands.
- **9.513 S12 MANAGING PEOPLE: A MANAGER’S GUIDE TO HUMAN BEHAVIOR:** Learn to inspire employees to higher performance, maximize your positive impact on others, develop more productive working relationships, establish rapport and mutual trust, give and receive performance feedback, and really understand people’s needs.
- **9.513 S22 MANAGING PEOPLE: PERFORMANCE APPRAISALS – HOW TO ACHIEVE TOP RESULTS:** Understand the performance appraisal process and how it can make the difference between success and failure for a staff and organization. Enhanced templates included.
- **9.555 S12 PERSONAL STRATEGIES FOR MANAGING STRESS:** Turn stress to your advantage. Learn to deal with stress at work, home and in all environments.
- **9.560 S12 TAKING CONTROL WITH TIME MANAGEMENT:** Gain time management habits that will last a lifetime. Conduct a self-audit that uncovers time problem areas and misjudgments, and set up a planning system that suits your style.
- **9.537 S12 FINANCIAL TOOLS TO DRIVE BUSINESS STRATEGY:** Highlights the extensive changes taking place in corporate finance today and places finance managers at the center of the movement to maximize shareholder value.
- **9.526 S12 FAIR, SQUARE, AND LEGAL: A MANAGER’S GUIDE TO SAFE HIRING, MANAGING AND FIRING PRACTICES:** Gain a thorough understanding of employment laws and recognize possible violations and how to handle them.
- **9.523 S12 INTERPERSONAL NEGOTIATIONS:** Learn to overcome common blocks to negotiation and how to interact with others to gain desired results.