

Certificate in Local Government Supervisory Development



**DALHOUSIE
UNIVERSITY**

Inspiring Minds

College of Continuing Education

Do you want to develop your supervisory skills?

Success in the context of local government requires a broad understanding of the roles, relationships and structures unique to this environment. Coordinating people and tasks requires a specific skill set. This program will provide a balanced approach to these two requirements and is designed with the following audiences in mind: **newly appointed supervisors** or middle managers who have limited formal training in the fundamentals of management and **middle managers or supervisors** who are **new to the local government context** or who require a refresher.

"I thoroughly enjoyed and benefited from every aspect of the Certificate in Local Government Supervisory Development program. The course instructors were friendly and opened minded and brought a wealth of knowledge to the program. The course material was comprehensive, practical, relevant and presented in a comfortable learning environment. Both entry-level and existing managers would benefit from this program. The Certificate in Local Government Supervisory Development program has given me a better understanding of the importance of effective management skills to successfully carry out the responsibilities of local government. It is also the reason I have decided to further my studies in public administration by enrolling in the NACLAA Program"

~Penny Smith, Municipal Clerk, Municipality of the District of Shelburne

A Certificate Program

This program will require the completion of online discussions, reading and a group assignment in addition to attendance at all workshops. Participants should be prepared to spend approximately 100 hours completing this Certificate program through a combination of reading (10 hours), assignments (30 hours), group work (10 hours) and workshop attendance (50 hours). Graduates will be awarded a Dalhousie University Certificate from the College of Continuing Education. In-class workshops will be scheduled in consultation with participants and will begin mid-October. Attendance is mandatory.

Fees

The Certificate program fee is \$2950 and is tax-free. This fee includes all sessions, materials, and access to the Blackboard Learning Space. If you withdraw from the course, there will be a refund less a 25% withdrawal charge, provided you withdraw one week prior to the beginning of the program. If you withdraw after that time, there will be a 75% withdrawal fee.

Certificate Programs Registration Form

Name	Organization Name
Home Address	Work Address
Address	
City Province Postal Code	City Province Postal Code
Home Phone ()	Work Phone () ext. Fax ()
Email	Email

How did you hear about this Certificate Program at Dalhousie CCE? _____

Preferred Method of Contact: _____ **Are you interested in being added to our mailing lists?** _____

Please check mailing list preference(s): Schedules/Flyers Program Brochures New/Upcoming Events

Are you interested in registering at this time? If not, how may we help you? _____

Course Registration

Course Name	Course Dates	Course Fees	
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Payment Information

Direct Payment Cash Cheque Visa Mastercard Amex Debit Authorization #: _____

Credit Card Number: _____ Expiry Date: _____

Invoice Employer PO#: _____

Sponsor #: _____ **Contact Name:** _____ **Phone:** _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

For Office Use Only:

Registration Officer: _____

Registration Completed: _____ **Confirmation Sent :** _____ **Map Sent:** _____

Payment Completed: _____ **Invoice #:** _____ **Invoice Date:** _____ **Tuition Receipt #:** _____

Mail-list Tags: _____ **Info Sent (include date):** _____