

“Rutgers University-Newark considers professional development to be much more than providing staff with the necessary training to learn or improve skills specific to their respective positions. RU-N aims to provide all staff with facilitated learning opportunities, whether through formal coursework for degree programs, options to attend conferences and seminars, or continuing workshops or non-credit bearing courses that help staff (and, in some instances, faculty) cultivate and enhance their professional, managerial, and leadership skills.”

– Staffing for the New Mission, Rutgers University–Newark

RU-N 2019 Supervisor & Manager Leadership Essentials

Code	Program Title	Fall/19	Time	Location
RME500	Frontline Supervision (SECP) 2 days	Sep. 27, 2019	10:00 am – 4:00 pm	249 University Ave Blumenthal Hall Rm 201
		Oct. 04, 2019	10:00 am – 4:00 pm	
RME530	Managing Performance from Coaching to Discipline (SECP)	Oct. 18, 2019	10:00 am – 4:00 pm	
RME502	Understanding Family Medical Leave for Legacy Rutgers Managers (SECP)	Nov. 1, 2019	10:00 am – 12:00 pm	
RME503	Accommodations: Understanding a Manager’s Role and How to Avoid Pitfalls (SECP)	Nov. 15, 2019	10:00 am – 12:00 pm	
RME501	Understanding the Manager’s Role in Progressive Discipline (SECP)	Dec. 6, 2019	10:00 am – 12:00 pm	
RHR012	Performance Management Goal Setting	Dec. 20, 2019	10:00 am – 3:00 pm	
RME560	The Art of Delegation (SECP)	Jan. 10, 2020	10:00 am – 1:00 pm	

To learn more about sessions provided through the Supervisor Essentials Certificate Program (SECP) visit:

http://uhr.rutgers.edu/sites/default/files/userfiles/Supervisor_Essentials_Certificate_Program.pdf

Interested parties may register for the program through the [Course Registration System](#)

1. In the Management and Supervisory Development link, register for **RME499-Supervisor Essential Certificate Program (SECP)**.
2. You will receive an automated enrollment confirmation and an email reminder at least one week before the schedule date of each course topic.

Registered participants will have **24 months** to complete the certificate, which begins on the date of the first class attended. Your certificate will be issued upon completing core programs.

If have further inquiries or need additional assistance, please contact **HR Newark office at 973-35-5500**.