

OBJECTIVE

Participants will learn the vital operating functions and skills of managing, planning, organizing, controlling, setting and maintaining standards of performance and appraisals and how to apply modern supervisory management principles in the job situation.

FOR WHOM

Supervisors, Junior Managers and persons with the potential for supervisory responsibilities.

TIME

5:30 p.m. -8:30 p.m.(Week days)
9:00 am – 4:00 pm (Saturdays)

N.B

UTech/JIM School of Advanced Management reserves the right to withdraw/postpone a scheduled course if registration is insufficient for a standard size class.

COURSE TOPICS/AREAS

- ❖ THE NATURE OF MANAGEMENT
- ❖ THE FOUNDATION OF PLANNING
- ❖ FOUNDATIONS OF ORGANIZING
- ❖ FOUNDATIONS OF CONTROL
- ❖ DYNAMICS OF BEHAVIOUR IN ORGANIZATIONS
- ❖ MOTIVATION
- ❖ COMMUNICATION & CONFLICT MANAGEMENT
- ❖ CONFLICT MANAGEMENT SKILLS

Cost: \$25,000.00

ENTRY REQUIREMENTS

Open registration

APPLICATION INFORMATION

Complete an application form and bring it along with a passport size picture to the:

**PROGRAMMES DEPARTMENT
UTech/JIM SCHOOL OF ADVANCED
MANGEMENT
47 HOPE ROAD, KINGSTON 10**

Each form must be accompanied by a non-refundable fee of \$1000.

CREDIT RECOMMENDATION

THE JAMAICAN INSTITUTE OF MANAGEMENT IS REGISTERED AS A TERTIARY INSTITUTION BY THE UNIVERSITY COUNCIL OF JAMAICA (U.C.J).

All of J.I.M.'S (6) diploma courses and the Associate Degree in Business Administration have been registered and recommended for credits by the American Council on Education (ACE) to a wide range of universities and colleges throughout the U.S.A.

The American Council on Education is internationally recognized as the major coordinating body for post-secondary education in the U.S.A.

REFUND POLICY

- ❖ Fees are not refundable in cases of partial attendance.
- ❖ Fees are not refundable in full, only if, the applicant cancels in writing, not less than five (5) working days, before the course is cancelled /withdrawn by UTech/JIM School of Advanced Management.

UTech/JIM SCHOOL OF ADVANCED MANAGEMENT CAMPUSES

MONTEGO BAY

Tel: 952-8677

OCHO RIOS

Tel: 974-6971

PORT ANTONIO

Tel: 993-4306

MANDEVILLE

Tel: 961-2847

UTech / JIM SCHOOL OF ADVANCED MANAGEMENT

47 Hope Road, Kingston 10
Tel: (876) 927-5857/927-9923

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Website: www.jim.edu.jm

PRESENTS

CERTIFICATE IN

Supervisory Management

