

Supervisor Essentials Certificate Program

The Supervisor Essentials Certificate Program (SECP) is open to all Rutgers University faculty and full-time staff who supervise.

Taught by subject matter experts, the program ensures that employees responsible for supervising at the university develop the essential knowledge, skills, and abilities to effectively move the organization forward with these skills:

- Understand the importance of the role of the supervisor, leadership style, supervisory communications, and clear performance standards
- Identify and appropriately apply university, state, and federal policies and procedures
- Develop and implement strong performance management plans and communications
- Identify, manage, and maximize the use of Rutgers resources

All Rutgers faculty and staff who supervise Rutgers employees are encouraged to attend as many of these classes as needed, even if they do not wish to complete the whole certificate. There is no charge to you or your department for the programs.

Program Requirements

To be awarded the **Supervisor Essentials Certificate** these programs must be completed:

- **RME500 - Frontline Supervision**, a foundational 2-day program with a focus on the role of the supervisor, personal management styles, and supervisory communication skills
- **RME501 - Understanding the Manager's Role in Progressive Discipline**
- **RME502 - Understanding the Manager's Role in FMLA**
- **RME503 - Accommodations: Understanding a Manager's Role and How to Avoid Pitfalls**
- **RME530 - Managing Performance: From Coaching to Discipline**
- **RME560 - The Art of Delegation**

To Enroll in the Certificate Program

Access <https://hrservices.rutgers.edu/CRS/>

Click on "**Management and Supervisory Development**" category.

Then on **RME499 – Supervisor Essentials Certificate Program** (SECP) and register.

Next enroll in the programs that fit your schedule, for easy identification they are marked (SECP).

To view course descriptions, visit our program page and select the Management and Supervisory Development category and mouse over the titles. Clicking on the titles will allow you to see more detail and register.

Remember you have 24 months to complete the certificate. Once you have completed the six programs contact Learning and Development for confirmation and a certificate will be issued. If there are questions or assistance is needed in registering, please contact 732-235-9500.