

CAREERS IN LESS THAN A YEAR



American Management Association Training



Businesses look for performers to fill management and supervisory positions. This new role brings new responsibilities and challenges like supervising a team, managing projects, coaching employees, hiring staff, and adhering to employment laws, all while still completing the daily task list.

What is the job outlook for managers and supervisors?

Managers and supervisors are needed in every field. Specific employment outlook varies by industry and location. For example:

- Employment of administrative services managers is expected to grow 15 percent from 2010 to 2020
- Employment of sales managers is expected to grow 12 percent from 2010 to 2020
- Employment of human resources managers is expected to grow 13 percent from 2010 to 2020

(source: www.bls.gov/ooh)

What credentials can I earn through HCC's program?

HCC's American Management Association (AMA) Training Program consists of seven courses. Students can earn the AMA certificate in general and human resource management by completing all seven courses. Students also receive certificates of completion for completing the individual courses.

What courses are available?

AMA Certificate in General Management

- **Successful Project Management**
Develop skills to plan and execute projects to ensure they meet agreed goals of time, cost, and scope.
- **First Line Supervision**
Develop skills to orient, train, manage and coach employees.
- **Communication Skills for Managers**
Learn communication skills that deliver the message with respect for the receiver and in all business situations.
- **Leadership Skills for Managers**
Learn the leadership skill sets necessary to ensure individual and organization performance
- **Coaching for Top Performance**
Learn to help people excel at their jobs and meet competitive challenges with confidence.
- **Fair, Square and Legal: A Manager's Guide for Safe Hiring, Managing, and Firing Practices**
Learn methods of documentation, compliance, and prevention for every business-related action that can raise legal liability.
- **Fundamentals of Human Resources Management**
Learn to develop a human resources plan based on organizational needs and master the key aspects of staffing, training, and compensation practices.

How do I register?

Students can register online or by phone, fax, or mail. To learn more, call 240-500-2236 or go to www.hagerstowncc.edu/ama.