



DIPLOMA IN SUPERVISORY MANAGEMENT

- Learn from highly qualified instructors with several years of professional industry experience
- Develop an understanding of workplace relationships and learn how to effectively manage colleagues for organizational success
- Graduates of this program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management (CIM)

Campus

Vancouver, Toronto

Program Length

Daytime: 16 weeks*

**Schedules will be adjusted in December to accommodate public holidays.*

2020 Start Dates

Daytime: Feb 24, Aug 10

2020 Fees

Registration fee:	\$150
Tuition:	\$6,240*
Material fee:	\$540

**Additional fees apply for CIM certification, please contact Greystone College for details. All fees are in Canadian dollars.*

Entry Requirement

- Students who are interested in attending Greystone College must have a secondary school diploma or equivalent (accepted secondary school diplomas must be from Canada or the USA).
- In Toronto only, students must be at least 18 years of age, and pass a superintendent approved qualifying test.
- All applicants whose first language is not English must demonstrate Advanced 1 level of English with Greystone College's online written and speaking test.
- All students must have their own device (tablet/phone/laptop) to access course materials through our Learning Management System (LMS).

The online written and speaking test is exempt if iBT 80, IELTS 6.5, or ILSC Advanced 1 is presented. The online test is exempt if ILSC's English for Business Management Mastery, or International Business English Mastery is completed.

If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

Greystone College of Business and Technology (Toronto) Inc. (Greystone College (Toronto)), Greystone College of Business and Technology (Greystone College (Vancouver)), and Collège Greystone (Greystone College (Montréal)) are herein collectively referred to as "Greystone College".

Program Description

Graduates will receive a solid foundation in supervisory management. The program prepares students with the key business communication, leadership, and relational skills, as well as the foundational planning, organizing, and logistical skills and legal knowledge required for effective supervisory management. Learning is enhanced with classroom discussion, case studies, team projects, field trips and presentations.

Graduates of the program are eligible to apply for the Certificate in Supervisory Management from the Canadian Institute of Management.

Program Schedule

TIME	MON-THUR	FRI
9:00 AM-12:00 PM	Class	Class
12:00-1:00 PM	Lunch	No class
1:00-2:30 PM	Class	

Program Courses

COURSE NAME	DESCRIPTION
ORGANIZATIONAL BEHAVIOUR	This course introduces students to the concepts of organizational behaviour and their application in today's business environments. Students will develop insights into how the behaviour of individuals and groups impact organizations. Further, they will learn to apply the theories and concepts of organizational behaviour to develop effective managerial competencies in such areas as teamwork, motivation, decision making and leadership.
MANAGERIAL COMMUNICATIONS	The ability to communicate well is an essential requirement for all employees of an organization. In this course we explore the importance of communication in business and cross-cultural environments; students also compose various forms of written communication and prepare and deliver a formal business presentation.
INTRODUCTION TO MANAGEMENT	This course introduces students to the concept of management by exploring the roles and functions of managers in a business environment. The purpose of the course is to enhance the students' understanding of the elements of the management processes of planning, organizing, directing and controlling organizational activities. The course is designed to build a foundation of knowledge needed in future management courses.
BUSINESS LAW	The course provides students with an overview of business law and an understanding of basic legal terminology. Since contracts form the heart of business operations, a significant portion of the course is dedicated to contract law and various legal issues arising from contract disputes. Class topics and discussions will draw on examples from current news media reports on legal cases. Knowledge of the court system includes field trips to the law courts.

The curriculum is subject to change.

What is the CIM?

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute is dedicated to the enhancement of managerial skills and professional development.

**Approved as a vocational program under the Private Career College Art. 2005.*

