



PREVENTION ADMINISTRATOR/SUPERVISOR **EDUCATION AREAS**

The following represent content areas appropriate for prevention administrator/supervisor specific education.

Human Resource Management (45 hours)

- Interpersonal Relations
- Organizational Development
- Employee Development
- Leadership Development
- Conflict Management
- Recruitment
- Emotional Intelligence
- Performance Management
- Organizational Change
- Coaching / Mentoring
- Quality Improvement
- Professional Writing
- Public Relations
- Supervision
- Labor Relations
- Training and Development

Fiscal Management (45 hours)

- Statistics
- Finance
- Accounting
- Grant Writing
- Budgeting
- Financial Procedures
- Risk Management