

Ohio Certified Public Manager Course Descriptions

Courses are listed in the order that they will be taken.

	Course Title	Course Description	Hours
OCPM-101	Orientation	This course introduces participants to the program, including professional development plan activities; researching in a new frontier; and an introduction to Myers-Briggs Type Indicator to assist participants in gaining valuable insight into preferences and how these preferences affect your approach to work and life in general.	6
OCPM-201	Ethical Character	This course explores the six pillars of character and how they relate to making ethical decisions. Participants will examine how they can use these concepts in their work environments and will be provided opportunities to apply these concepts.	7
OCPM-102	Emotional Intelligence	This workshop is aimed at providing participants insight into emotional intelligence. It will allow them to examine emotional intelligence on a personal level and from a leadership perspective.	6
OCPM-202	Managing Emotions	This course focuses on managing one's emotions and impulses and the importance of doing so as a leader. Stress management techniques will be explored as well as other resources available to managers.	6
OCPM-103	Effective Presentations	This workshop will reinforce the idea that when presenting ideas, even the best idea can be lost in poor presentations. Participants will be provided the opportunity to practice effective presentations and give and receive feedback.	12
OCPM-104	Writing Advantage	Write with power and get your point across. Writing Advantage teaches you how to make your written communication more clear and memorable. This skills-based workshop will help you set writing standards that will make an impact without leaving anything to interpretation. Writing Advantage helps you reduce the time spent crafting documents and achieve the desired results.	6
OCPM-605	Reinventing Government (Guided Reading)	A guided reading assignment to provide students with an insight into a new way of looking at government. This assignment will provide students with the opportunity to look at their own organization in a different way and identify if there are areas that can be improved.	10
OCPM-501	Leading Public Service	This workshop will look at the notion of what "Public Service" means and how this impacts you as an employee and more importantly as a manager.	7

OCPM-502	Government 101	This workshop will help participants understand the basics of government that weren't necessarily covered in basic civics. It will look at the government structure, budget process and how all of this impacts you as a manager implementing or making public policy. Participants will use this information to see how this may impact their daily decisions and what they may need to do as a result of the politics.	10
OCPM-503	Managing in the Public Sector	This workshop will examine the ideas of managing in the public sector. What is the good, bad, and ugly side of public sector management and how can you be the best in this type of environment.	6
OCPM-401	Authority & Delegation	In order to be an effective manager, it is important to feel confident in your role. Equally as important, is the need to create a working environment that encourages individual and team contribution to the goals of the organization. To that end, "Authority and Delegation" will blend theory with some skill building. When you complete this program you will be able to: explain the 3 styles of management presented, describe how a more participative style most often results in high performance, and apply the process of delegation in your work place.	6
OCPM-402	Employment Law	This workshop is aimed at providing an awareness of employment law as a guideline for decision-making in the participant's work environment.	6
OCPM-403	Empowerment	In order for people to grow in an organization certain conditions must exist. Empowerment is an important tool for managers and organizations to cultivate conditions that contribute to the growth of employees. This course will introduce managers to the concept of empowerment and enlighten them on what an empowering manager looks like and how they can take steps toward creating an empowering environment.	6
OCPM-701	Breakthrough Thinking*	This course will supply creative ideas that foster innovative thinking from the manager and their employees. Participants will understand the dimensions of creativity; learn the barriers to fostering creativity; identify innovative problem-solving techniques; and learn how to turn ideas into creative solutions.	6
OCPM-404	Project Management for Managers	This two-day course is designed to provide managers with tools and strategies for managing projects in the public sector.	12
OCPM-405	Building and Leading Teams	This course will explore the concepts and dynamics of people working together in an organizational setting. It will help managers use teams to increase productivity, and creativity in a cooperative environment.	6
OCPM-406	Managing for Continuous Improvement	Managers must be able to identify and implement continuous improvement in their areas. This course will introduce managers to techniques that focus on the identification, implementation, and management of quality and continuous improvement processes.	6
OCPM-602	Data Collection/Survey Research / Defining Outcomes	Managing for high performance depends on a manager's ability to focus the organization and the employees on performance. This workshop will enhance the participant's ability to ask critical questions regarding quantitative data they utilize for program and policy decisions. It will teach participants to develop, conduct and analyze surveys, in order to collect the appropriate and optimal amount of information to meet their goals. Combined these techniques will help to ensure that manager's are focusing on results and outcomes as they focus the organization and employees.	6

OCPM-407	Managing Conflict	This workshop focuses on managing conflict rather than responding to it. This will provide participants with the tools to help manage the workplace.	6
OCPM-408	Elements of Performance Management	This is an introduction into the essentials of performance management. This workshop will help participants diagnose performance problems and make recommendations for solutions.	6
OCPM-409	Coaching to Improve Work Performance	Managers have to take the role of a coach with their employees. This course will: explain the skills needed to be a performance coach; describe the strategies to create a high performing work environment. Participants will be given the opportunity to take these tools and apply them before returning for Day 2 of the session.	12
OCPM-410	Motivational Rewards & Recognition	This course will help participants explore how human behavior affects the workplace and what the leader's role is in creating a motivating work environment.	6
OCPM-411	Competency Area Capstone (Managing Work)	This capstone will assess participant's competency in the Managing Work competency. This will be done through group discussion and individual presentations on how these skills have been applied by the participants.	8
OCPM-301	Leadership Assessment Debriefing	This session will include individual debriefing sessions with participants to review and discuss their Leadership Assessment results. Participants will also learn techniques to effectively review, apply, and identify professional development opportunities based on the results of the assessment.	6
OCPM-302	Communication for Managers	This workshop will examine why it is important for managers to communicate. It will look at the impact the manager's communication has on employees and the workplace.	6
OCPM-303	Managing a Diverse Workforce	The workplace very diverse from gender to culture to generations. Participants will be introduced to ways of understanding and talking about human differences, which will promote healthy relationships and growth of interpersonal understanding and appreciation.	6
OCPM-304	Organizational Problem Solving & Decision Making	Managers must be able to effectively identify and solve problems while making sound decisions. This course is designed to allow managers to practice creative problem-solving techniques and learn alternative approaches to solving organizational problems. Decision-making theories will be discussed and participants will be provided opportunities to practice decision-making skills through appropriate interactive exercises and activities.	6
OCPM-305	Power of Positive Expectations	This workshop will examine how positive expectations can impact managers. Participants will look at the notion of self-fulfilling prophecies and how these attitudes may impact a manager's ability to manage in an organization.	6
OCPM-307	Competency Area Capstone (Leading People)	This capstone will assess participant's competency in the Leading People competency. This will be done through group discussion and individual presentations on how these skills have been applied by the participants.	8

OCPM-601	Strategic Planning for Managers	Strategic planning is essential for all managers. This course will allow participants to apply basic strategic planning and goal setting in their workplace. Day 1 will provide participants with the tools and techniques and participants will be given the opportunity to apply these techniques in development of their own strategic plan before Day 2.	12
OCPM-702	Leading Change	This workshop will examine the affects of poorly lead change and provide participants with the tools necessary to lead change more effectively in an organization. The foundation of this course is John Kotter's Leading Change .	8
OCPM-703	Developing Tomorrow's Leaders and Managing Today's Talent	As leaders we have to manage the talent we have and also plan for the future. This workshop will provide the tools leaders must have in this competitive market. It will help managers assess the talent they already have and what they need to develop.	6
OCPM-603	Legislative Simulation	This workshop describes the process of creating a law. Because OCPM certified individuals serve the public, it is critical that those individuals understand the legislative process. Legislatures are equipped to make dramatic, comprehensive and relatively rapid changes in the laws that are needed to respond to the numerous and vast technological, social and economic innovations that arise. This workshop includes a simulation of the lawmaking process that is well suited for making drastic legislative changes.	12
OCPM-306	What it Means to be a Leader	In this workshop students will be encouraged to begin to look at leadership as "A WAY".	6
OCPM-604	Capstone Final Team Project Presentation	During this session each of the teams will present the results of their final project.	6
	Electives	Participants are provided the opportunity to take up to 24 hours of electives that will assist them with their professional development needs.	24
	Project Application		20
Total Hours			300