

Ohio Certified Public Manager Course Descriptions 2014

Courses are not necessarily listed in the order that they will be taken.

Course Title	Course Description	Hours
CPM601- Orientation	This course introduces participants to the program's policies and requirements. In addition, DiSC class is completed along with a Learning Styles assessment.	6
CPM602- Building Greater Awareness: Self & Others	Using the principles of psychological type (MBTI II®) including self-selection, participants will examine how their own and others' perceptions and habits influence their leadership effectiveness.	6
CPM631- Emotional Intelligence	Participants gain insight into how emotional intelligence differs from intellectual ability. They will understand the four domains of EI and how to apply the concepts of EI to maintain positive work relationships and to become better leaders.	6
CPM604- Effective Presentations	This course is designed to enhance presentation skills and help develop the confidence and persuasive abilities to communicate all types of information. Participants will learn best practices and techniques for effective delivery. They will be better able to use high-impact presentations to advocate for their organizational needs, the needs of their staff, policy decisions and changes, resource allocation, and the organization's mission.	12
CPM605- Developing Self Capstone	Participants will demonstrate mastery of the skills and knowledge learned in Developing Self competency.	8
CPM606- Leadership: Develop Your Influence	This course will provide the knowledge, information and strategies to create confident leaders who possess and demonstrate the best leadership competencies of today. Learning will take place through conversations, group activities, mini-lectures, games, and other interactive training methods. (2 credits for 1-1 development plan)	8
CPM630- Situational Leadership II	Participants will learn four types of leadership styles from which skilled leaders should choose, depending on the dynamics of the situations they are leading and the skills and experiences of the follower (employee).	6
CPM607- Crucial Conversations	Participants learn how to get unstuck with best practice skills for high-stake interactions when emotions run strong and opinions differ.	12
CPM608- Building Engaging Teams	The purpose of this course is to help leaders understand the importance of teams, distinguishing between good and great teams, and learning how to engage teams in shaping and improving the organization's systems, processes, and decision making.	6

CPM609-	Assess & Manage Performance	Performance must be measurable, clear, collaborative and achievable, and employees need to understand not only what, but how they are to perform in order to meet and/or exceed their manager's expectations. This course is designed to help participants understand what an effective performance management system looks like and how to establish one that promotes accountability and high performance.	6
CPM610-	Coaching for High Performance	Participants will learn effective and competent coaching skills to help maximize their employees capacity to achieve short and long-term operational and strategic goals.	6
CPM611-	Leading People Capstone	Participants will demonstrate mastery of the skills and knowledge learned in Leading People competency.	8
CPM612-	LEAN/Six Sigma	Participants are given an overview and general understanding of Six Sigma tools and methodologies. The training has been designed to use hands-on activities and presentations. Participants select a tool and apply the tool back-on-the-job. After both the class and tool application are complete, participants receive the State of Ohio Yellow Belt.	18
CPM613-	Project Management	Participants will learn what a project is and how to work through a project Life Cycle; understand and utilize project documentation; determine a product scope, deliverables and costs; create a Communication Plan, a Risk Registry and a project Quality Plan. Participants will complete a project utilizing these tools during their cohort experience.	24
CPM629-	Budgeting in the Public Sector	This course is designed to give participants an understanding of state budgeting, the anatomy of a budget bill, the Controlling Board and budget reductions.	6
CPM615-	Ethical Leadership & Integrity	This course will enable participants to explore and understand the importance of ethical leadership. They will develop techniques to bridge the gap between theory, policy and practice resulting in an ability to build integrity and establish standards that support a culture of ethics and accountability.	6
CPM616-	Employment Law	This course provides an awareness of employment law as a guideline for decision-making in the work environment.	6
CPM617-	Public & Organizational Integrity & Managing Work Capstone	Participants will demonstrate mastery of skills and knowledge learned in the Public & Organizational Integrity and Managing Work competencies.	26
CPM618-	Managing a Diverse Workforce	This course is designed to develop public managers who understand, appreciate, and respect diversity (in all its many forms) and strive to deliberately build more inclusive and diverse work teams and departments.	6
CPM619-	Conflict Management & Negotiation	This course is designed to develop leaders and managers who understand the value and importance effectively managing conflict, how to create a climate to appropriately address conflict in the workplace, and best practices for negotiation techniques.	6
CPM620-	Leading & Managing Change	This course is designed to develop leaders who can effectively anticipate and respond to change and understand how to develop and implement a solid change management methodology. Participants will understand the value of change and will learn how to become change agents while building a sense of ownership and pride to support it.	6

