



Certified Public Manager®

Certified Public Manager® Program

Oklahoma's Certified Public Manager® Program is a nationally recognized and accredited management development program designed specifically for public sector managers and leaders. This unique, 3-level training program provides cost-effective, practical, job-related instruction that can be used to deal with real life organizational challenges.

CPM participants receive **300 hours** of structured learning that develops competencies in these areas:

- **Personal and Organizational Integrity**

Increasing awareness, building skills and modeling behaviors related to identifying potential ethical problems and conflicts of interest; appropriate workplace behavior; and legal and policy compliance.

- **Managing Work**

Meeting organizational goals through effective planning, prioritizing, organizing and aligning human, financial, material and information resources.

- **Leading People**

Inspiring others to positive action through a clear vision; promoting a diverse workforce.

- **Developing Self**

Demonstrating commitment to continuous learning, self-awareness and individual performance planning through feedback, study and analysis.

- **Systemic Integration**

Approaching planning, decision-making and implementation from an enterprise perspective; understanding internal and external relationships that impact the organization.

- **Public Service Focus**

Delivering superior services to the public and internal and external recipients; including customer/client identification, expectations, needs and developing and implementing paradigms, processes and procedures that exude positive spirit and climate; demonstrating agency and personal commitment to quality service.

- **Change Leadership**

Acting as a change agent; initiating and supporting change within the organization by implementing strategies to help others adapt to changes in the work environment, including personal reactions to change; emphasizing and fostering creativity and innovation; being proactive.

Employees wishing to enter the CPM Program must be nominated by their employing agency. The employee, the employee's immediate supervisor and the employing agency administrator must approve nominations. There are no educational requirements to enter the CPM Program, but a CPM nominee should express an interest in a management career in state government.

Program Cost

For state agencies, the CPM Program fee is \$1400 per CPM nomination. Of this total fee, \$1300 will be paid by the agency in two annual \$650 payments. The CPM candidate pays \$10 per exam and \$20 per project (for a total of \$100). This fee covers grading and evaluation.

For city, county and federal agencies, an additional charge of \$300 is added to the enrollment fee to cover processing and course material.

For more information, contact:
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State of Oklahoma
Office of Personnel Management
Certified Public Manager Program
www.opm.ok.gov

Required Curriculum

Level I		80
	<ul style="list-style-type: none"> CPM Orientation Challenges of Supervision 7 Habits Signature Effective Communication in Management Customer Service Managing a MultiGenerational Workforce Performance Management Process Progressive Discipline Sexual Harassment & Discrimination Writing Skills for Managers Level I Project 	
Level II		77
	<ul style="list-style-type: none"> Applied Leadership Awards and Recognitions Conducting Effective Group Meetings Developing Creative Problem Solving Skills Developing Effective Negotiating Skills Ethics in Public Management Managing Conflict Motivating for Performance Public Speaking and Effective Presentations Structured Interview Process Level II Project 	
Level III		77
	<ul style="list-style-type: none"> Administrative Law Policy Analysis Legislative Process Managing Within the Public Sector I & II Project Management Program Evaluation Systems Management Violence in the Workplace Level III Project 	
Capstone		24
	<ul style="list-style-type: none"> Executive Development Seminar 	
	<ul style="list-style-type: none"> Total Required Hours Total Elective Hours Grand Total Hours 	<ul style="list-style-type: none"> 258 42 300