

CERTIFIED PUBLIC MANAGER PROGRAM OF ILLINOIS

2007 SPRING – SUMMER CLASSES

MARCH

CPM 100 Leadership and Management: A Self- Assessment

Reflection and self evaluation is central to effective management. Through a series of reflective and self-assessment activities completed prior to the class, you will discover how your learning style, leadership style, and interaction style influences the way you manage. In this class you will develop strategies to enhance areas of strength and identify areas for growth and development.

Instructor: Lorena Johnson, M.A., M.P.A

Time: 9:30 a.m.— 4:00 p.m.; Tuesday, March 20

Cost: Certificate Candidate \$150 Individual \$168

Location: UIS Room: TBA

CPM Level I: Effective Supervision Core Training

101 Introduction to Effective Supervision: A Two-Day Seminar

The special skills needed to supervise in the public sector workplace are the focus of this training. In this two day seminar you will learn various models and principles of effective supervision, basic interactive techniques, resources, and tools to effectively communicate with the work team, employee motivation, and the application of effective supervisory principles and practices to public sector workplace issues.

Instructor: Ann Lampkin, Ph.D.

Time: 9:30 a.m. — 4:00 p.m.; Tuesday and Wednesday, March 27—28

Cost: Certificate Candidate \$300 Individual \$336

Location: UIS Room: TBA

CPM Level I: Effective Supervision Core Training

APRIL

110 Team Building and Team Management

In every workplace people talk about the importance of team building, but few understand how to create the experience of team work or how to develop an effective team. In this training you will learn basic principles, techniques and strategies for team building, tools for improving employee motivation, communication techniques and problem solving strategies that support team development and productivity.

Instructor: TBA

Time: 9:30 a.m. — 4:00 p.m.; Wednesday April 4

Cost: Certificate Candidate \$150 Individual \$168

Location: UIS Room: TBA

CPM Level I: Effective Supervision Elective Training

120 Succession/Orientation Planning and Mentoring

When one third of your workforce retires, who will replace these valuable, experienced employees? Downsizing has reduced the number of internal candidates, and when you consider normal attrition rates and the tight labor market; you can see your Human Resources department is going to be very busy. This is the current workforce trend in the public sector. Succession planning ensures that there are highly qualified people in all positions, not just today, but for the future. This training can help you focus on a particular step in the succession-planning process, by providing you with tools to help you develop an effective plan. In this training you will learn how to develop effective orientation plans to help support the employee successful transition into new positions.

Instructor: TBA

Time: Available Online Beginning 9:00am April 10 - Until 5:00pm April 17

Cost: Certificate Candidate \$150 Individual \$168

Location: Online

CPM Level I: Effective Supervision Elective Training

130 Effective Supervision: Conflict Management

Conflict can easily assume the sort of proportions, which overshadow everything else in the workplace, impacting productivity, hindering relationships, causing absenteeism, prompting resignation, making recruitment difficult, preventing creative thinking - in short, it wastes energy, time, and money. In this training you will learn to recognize the signs and to practice new ways of dealing with potential conflict leading to better outcomes and improving relationships with others.

Instructor: TBA

Time: 9:30 a.m — 4:00 p.m; Wednesday April 25

Cost: Certificate Candidate \$150 Individual \$168

Location: TBA

CPM Level I: Effective Supervision Elective Training

MAY

200 Leadership: Ethics, Values, and the Public Manager

How do you build and support an ethical environment? In this class you will learn the role of the public manager as the practical presence of ethics and leadership in the organizational life of the public sector workplace. Learn what is required for ethical decision-making and ethical action. You will learn a variety of models and tools for ethical leadership in the 21st Century. Identify your own ethical compass and how to use it effectively and consistently.

Instructor: Brent Never, Ph. D

Time: 9:30 a.m. — 4:00 p.m.; Wednesday May 2

Cost: Certificate Candidate \$150 Individual \$168

Location: TBA

CPM Level II: Effective Management Core Training

210 Cultural Competency and Public Sector Workplace of the 21st Century

Public manager professionals require a clear understanding of the importance of cultural competency for the future of their organization in an emerging 21st Century. In this class, participants will explore the changing demographics and its impact on the public sector workplace. Participants will examine the scope and importance of building a culturally competent organization and workplace environment and its relationship to organizational effectiveness. You will learn models and tools for diversity initiatives including organizational assessments methods.

Instructor: Lorena Johnson, M.A., M.P.A

Time: 9:30 a.m. — 4:00 p.m.; Thursday May 10

Cost: Certificate Candidate \$150 Individual \$168

Location: TBA

CPM Level II: Effective Management Core Training

221 Part 1: Identifying Grant and Contract Resources

This course provides an overview of the grant-seeking process and the major sources of potential funding for your agency or project. You will learn how to use funding research resources, databases and directories, and locate information on potential funders on the Internet; conduct research on potential funding sources; screen possible funding sources so that you can focus on those most likely to fund your project; and improve your chances of receiving funding. You will have an opportunity to practice what you are learning.

Instructors: Nancy Ford, J.D.

Time: Available Online Beginning 9:00am May 21 Until 5:00pm May 28

Cost: Certificate Candidate \$150 Individual \$168

Location: Online

CPM Level II: Program/Project Management Elective Training

JUNE

220 Program/Project Management: Problem Analysis and Problem Solving

Program or Project management is an art and science. Public manager professionals with the ability to effectively master the skill of program/project management can improve accountability, efficiency and productivity. In this class you will learn the basic principles and practical application of program/project management. As a participant, you are encouraged to bring a current project to the program for hands-on, project-based learning, ensuring that you will not only learn “about” project management, but the “how-to” through hands-on application.

Instructor: Tracey Kriepe, Program Management Consultant

Time: 9:30 a.m. — 4:00 p.m.; Thursday June 7

Cost: Certificate Candidate \$150 Individual \$168

Location: UIS Room: TBA

CPM Level II: Effective Management Core Training

260 Contemporary Issues in Public Policy and the Professional Public Manager

Increasingly, public manager professionals operate in an ever changing multidisciplinary work environment, where they are required to work across a variety of tasks and situations, and are expected to perform numerous roles. This training explores the central issues, values, controversies, and trends facing the contemporary public manager. In this class you will explore the historical, social, and political influences that have shaped the field of public management and the emerging trends that are shaping the public management field of the 21st Century.

Instructor: Patrick Mullen, Ph. D

Time: 9:30 a.m. — 4:00 p.m.; Tuesday June 12

Cost: Certificate Candidate \$150 Individual \$168

Location: UIS Room: TBA

CPM Level II: Effective Management Core Training