

CERTIFIED PUBLIC MANAGER PROGRAM OF ILLINOIS OVERVIEW

Level I: Effective Supervision (62 Hours or 6 Training Days)	Number of Training Hours	Number of Training Days	300 Hours
100 Leadership and Management Self-Assessment	6	1	6
Professional Development Paper	2	0	2
40 hours of prior Professional Development Training in the area of Supervision can be accepted into the CPM program and/or count for hours towards a Certificate of Completion in Effective Supervision. Prior approval is required.			
101 Introduction to Effective Supervision: A Seminar 10hrs x 2 days	20	2	20
110 Team Building and Team Management	10	1	10
120 Succession/Orientation Planning, and Mentoring	10	1	10
130 Conflict Management	10	1	10
Level I Written Paper or Comprehensive Examination	4	0	4
Level I Total Hours:	62hrs	6 Days	62hrs.
At the end of Level I participants can receive a certificate of completion in Effective Supervision			
Level II Core Competencies: Effective Management (70hrs. or 7 Training Days)	Number of Training Hours	Number of Training Days	62 Hours
200 Leadership: Ethics, Values, and the Public Manager	10hrs.	1	72
210 Cultural Competency and the Public Sector Workplace of the 21 st Century	10hrs.	1	82
220 Program/Project Management: Problem Analysis and Problem Solving	10hrs.	1	92
230 Organizational Management and Effectiveness: The Strategic Planning Process and Achieving Goals	10hrs.	1	102
240 Human Resources Management: Productivity and Quality Improvement	10hrs.	1	112
250 Building Effective Partnerships in the Public Sector	10hrs.	1	122
260 Contemporary Issues in Public Policy and the Public Manager	10hrs	1	132
Level II Core Training Total Hours:	70hrs.	7 Days	132
Total Program Hours and Days:	132 hrs.	13 Days	Hours

Level II: Core Competency Electives (144 hrs. or 14 Days of Training): 2 Trainings in each of the core areas	Number of Hours	Number of Training Days	132 Hours
Leadership and Ethics in the Public Sector			
201 Models of Ethical and Effective Leadership in the Public Sector: Building Organizational Trust	10hrs	1	142
202 Leadership in Times of Change	10hrs	1	152
Building Successful Partnerships			
251 Effective Networking	10hrs	1	162
252 Presenting Yourself to One or Many	10hrs	1	172
253 Building Effective Partnerships	10hrs	1	
Cultural Competency and the Public Sector Workplace of the 21st Century			
211 Assessing Cultural Competency in the Workplace: Tools and Strategies for the 21st Century	10hrs	1	182
212 Learning Styles and Culture: Creating Effective Work Teams	10hrs	1	192
213 Intercultural Conflict Management: Creating a Culturally Inclusive Work Climate			
Human Resources Management: Productivity and Quality Improvement			
241 Dealing with Discrimination and Harassment	10hrs	1	202
242 Labor Relations Overview	10hrs	1	212
Organizational Management and Effectiveness: The Strategic Planning Process and Achieving Goals			
231 Facilitating Effective Meetings	10	1	
232 Becoming a Department of Choice: Strategic Planning Process and Management	10hrs	1	222
233 Organizational Performance Measurement: Benchmarking for Organizational Improvement	10hrs	1	232
Program/Project Management: Problem Analysis and Problem Solving			
221 Identifying Grant/Contract Resources	10hrs	1	242
222 Writing Effective Grant Proposals			
223 Program Development and Management: Effective Tools and Strategies	10hrs	1	252
224 Program Evaluation Techniques: Benchmarking for Program Improvement			
Public Policy and The Public Manager			
261 Policy Issues in Illinois			
262 Policy Analysis for Non-Analysts	10hrs	1	262
263 Understanding and Using Research in Public Management	10hrs	1	272
Level II Take-home Written Review	4hrs	0	276
Level II Elective Training Total Hours:	144 hrs.	14 Days	276
Total Program Hours and Days:	276 hrs.	27 Days	Hours

Level III: 24 hour/ 2 Days of Training	Number of Hours	Number of Training Days	276 Hours
300 Capstone Project	12hrs	2	288
310 Leadership Conference 6hrs x 2days	12hrs	0	300
Level III Elective Training Total Hours:	24 hrs.	2 Days	300hrs. Finished
Total Program Hours and Days:	300 hrs.	29 Days	