

Certified Public Manager® Program

A Basic Guide for Agency Leaders

Purpose

To encourage innovative management practices and high ethical standards.

Mission

To provide quality training for public administrators, to assist agencies in developing future leaders, and to recognize management as a profession in the public sector.

Benefits

This program helps participants to identify their strengths and areas of improvement through the Myers-Briggs Type Indicator (MBTI) and the Edge360 feedback tool. Through this self-reflection, program participants can hone their management skills, strengthen strategic leadership skills, identify processes for improvement and build a collaborative team environment.

Competencies

CPM's seven core competencies are:

- ▶ Personal and Organizational Integrity
- ▶ Managing Work
- ▶ Leading People
- ▶ Developing Self
- ▶ Systematic Integration
- ▶ Public Service Focus
- ▶ Change Leadership

Program courses are designed to correlate with these competencies.

What is the time commitment?

The South Carolina Certified Public Manager Program consists of 300 hours of required coursework, two overnight retreats, two small group projects, a final project and an exam.

Generally, participants will attend classes two days per month over an 18-month period.

Who should be nominated?

Nominees must be **middle managers**. These individuals function at the level between executive management and first line supervisors.

What's the cost of the program?

The cost is \$2,150 per participant. This can be paid up front by the agency or broken into two equal payments over two fiscal years.

What is an agency's commitment for nominating someone?

Each nomination carries with it the commitment of the applicant's agency to:

- ▶ make participation part of the nominee's work schedule.
- ▶ encourage and support the application of course content on the job.
- ▶ complete all feedback instruments, evaluations and assessments for the nominee.

How does an agency nominate an employee?

Agencies should coordinate with their agency leadership to determine nominees and complete the application.

For more information, please contact the South Carolina Department of Administration's Learning and Organizational Development team at Training@admin.sc.gov.