

Is your organization prepared when a senior-level manager leaves or retires? Good personnel planning is to prepare a talent pool of educated and qualified individuals who are prepared to step into positions that become vacant.

*“Federal and state statistics claim that as many as 80 percent of senior executives have begun their retirement eligibility. Demographic data for ICMA membership show a similar trend: up to 50 percent of senior managers are approaching retirement eligibility” (Bob Carty, ICMA)**

From graduates of the program:

“The Certified Public Managers’ course is of great value to the local government practitioners of the Texas Panhandle. Coursework and instruction provide a broad understanding of the public administration profession while discussion and interaction among active professionals give real world examples and applications to the concepts presented from an academic perspective.”

Kyle G. Ingham
Panhandle Regional Planning Commission
Local Government Services Director

“The CPM Program helped me take what I learned from a text book and apply that knowledge to real-world problem solving. The state-of-the-art theory taught at the CPM level has practical applications in managing a city.”

Courtney Sharp
City Manager
Midland, TX

The Texas CPM Program is
accredited by the National Certified
Public Manager Consortium

Cost and Registration Information

Registration is limited.
Register now to reserve a spot!

Registration forms can be found at the link below or by making contact with:

Texas Tech University
Center for Public Service
Era Ibarra
806.834.3729 or era.ibarra@ttu.edu
www.depts.ttu.edu/cps

The tuition and fees for each track are \$595. This includes all textbooks, training materials, coffee breaks, and some lunches provided as part of the program. The total cost of the full CPM Course is \$4,165 for 21 sessions. Payments can be spread over the program coinciding with each respective track to accommodate individuals and/or sponsoring agencies.

****CPM Certification requires that a participant attend at least 19 of the 21 provided sessions. An individual may attend individual Tracks or even sessions without completing the full CPM Certification Process, but please note that all 7 Tracks must be completed for a participant to be considered for CPM Certification.***

Since CPM tracks are often treated as short courses, which are directly related to an individual’s professional development, course fees are often paid by the participant’s organization.

We will refund 90% of the registration fee prior to the start of each track. Requests must be received in writing prior to the start of each track. No refund will be given after the start of each track. In the event of insufficient registration, Texas Tech University, reserves the right to cancel the track. In this case, a full refund will be made to registrants.

*http://icma.org/en/Article/100047/BOOM_Managing_a_Retirement_Tidal_Wave

www.depts.ttu.edu/cps

CERTIFIED PUBLIC MANAGER PROGRAM



Texas Tech University’s Center for Public Service announces the formation of a Certified Public Manager program. This is a cohort program designed specifically for working adults in public and non-profit organizations interested in either preparing for advancement in managerial positions, or a refresher course to enhance their management and administrative skills.

**This is a professional certification
program provided through
Texas Tech University**

Those who would benefit from the CPM training include: City Managers, City Administrators, City Secretaries, City Department Heads, County Judges, County Clerks, Non-Profit Executive Directors, Police & Firefighters, Special District Administrators and many others in the public service field.



TEXAS TECH UNIVERSITY
Center for Public Service™

CERTIFIED PUBLIC MANAGER PROGRAM

Overview of the National Certified Public Manager Program

The Certified Public Manager (CPM) program is a nationally accredited, comprehensive management development program. Our CPM program aims to address not only the unique challenges of the public and nonprofit management profession as a whole, but it also seeks to develop each participant's professional achievement goals. The CPM program focuses on combining theory with practical management skills, taught primarily through interactive cases and group exercises. The overall format is designed to form a comprehensive and integrated practical management program that benefits both the CPM participant individually as well as the organization that he or she serves.

Participation in and successful completion of an accredited Certified Public Manager (CPM) program leads to a professional designation. Approximately half of the states have fully accredited CPM programs. CEU credits are offered for completion of each track.

Formed in 1979, the National Certified Public Manager Consortium establishes and preserves standards for the Certified Public Manager designation. Information regarding the accrediting organization and history of the program can be obtained at www.cpmconsortium.org.

Format and Participant Focus

The program format is geared to public and nonprofit sector employees with professional experience. The sessions provide opportunities to interact and build on the work experiences of program participants. The program serves the needs of managers and executives who wish to gain new administrative skills and broaden their management knowledge. The program reserves the right to decline those whose career profile or current position is not suitable for the class.

Faculty and Administration

The tracks are taught by academic and practitioner faculty drawn from the public and nonprofit sectors, universities,

and consultants. Dr. David Hamilton, Director of Public Administration Program at Texas Tech University, coordinates and facilitates the program. Dr. Hamilton has extensive experience consulting with and training local government and nonprofit administration.

The Texas Certified Public Manager Curriculum

The curriculum is made up of seven tracks. To receive the CPM designation, participants must complete all seven tracks. However, each track is treated as a separate unit, and participants may register for individual tracks.

Each track consists of 18 contact hours. Classes will be held in Amarillo, TX in a place to be determined. Each track will meet a total of three Fridays in a two month period. Class sessions are interactive and participation oriented with practical applications and assignments.

Track 1: Human Resource Management

This track covers essential HR functions, employment law and managing employees in a diverse environment.

Dates: Sept. 18th, October 2nd, October 16th

Session 1: Essential HR functions

Session 2: Employment Law

Session 3: Managing Diversity, Best Personnel Practices

Track 2: Managing for Quality

This track covers Leadership in organizations, personal development, strategies for building quality in organizations.

Dates: October 30th, Nov. 13th, Dec. 4th

Session 1: Leading in organizations, Role as administrators/managers

Session 2: Personal development planning

Session 3: Building a quality organization

Track 3: Organizational and Public Communication

This track covers communication with the public, employees, and interest groups.

Dates: Jan 8th, Jan. 22nd, Feb. 5th

Session 1: Internal and External communications

Session 2: Media relations - Open Meetings Act, Public

Information Act

Session 3: Social media, E government, citizen surveys

Track 4: Budgeting and Finance

This track covers the financial aspect of local government.

Dates: To be determined

Session 1: Preparing operating & capital budgets

Session 2: Revenue streams and determining spending priorities, cost effectiveness

Session 3: Economic and community development

Track 5: Performance measurement and Program Implementation

This track covers methods of analyzing and evaluating programs and policies and effective program implementation.

Dates: To be determined

Session 1: Developing performance measures. Determining costs of government services

Session 2: Productivity Improvement

Session 3: Implementing programs, cooperation and collaborating; Best Practices

Track 6: Information Systems; Ethical decision making

This track covers tools and systems in information technology and ethical issues.

Dates: To be determined

Session 1: Effective IT Systems

Session 2: Privacy issues, user friendly websites

Session 3: Ethics in public service, making ethical decisions

Track 7: Applied Projects

During this track students review the other tracks and prepare an applied project related to their organization or interest areas.

Dates: To be determined

Session 1: Review of other sessions and development of projects

Session 2: Feedback on progress in completing projects

Session 3: Presentation of projects