



The Certified Public Manager Program is designed for current and future leaders looking to develop their leadership skills and capabilities. Selected participants complete 300 hours of practical and applicable experiences including courses, hands-on projects and service learning.

For more information about this program, visit <http://bit.ly/OK-CPM> or email omes.certifiedpublicmanagerprog@agency.ok.gov.

Required

All applicants are required to submit:

- Completed CPM Enrollment Application form.
- Letter of recommendation.
- Current curriculum vitae or résumé.
- Statement of interest (maximum of 500 words).

Send completed applications to omes.certifiedpublicmanagerprog@agency.ok.gov

CPM participants agree to put forth great effort in learning and developing in the following competencies established by the National Certified Public Managers Consortium.

1. Personal and organizational integrity.

Today, managers must acknowledge their role in shaping organizational ethics and the role they play in creating an organizational climate that strengthens the relationships and reputations on which their organization's success depends. Leaders achieve this by modeling ethical awareness and maintaining a sense of trust through critical and courageous conversations and consistent words and actions.

- Increasing ethical awareness.
- Modeling appropriate workplace behaviors.
- Identifying potential ethical problems and conflicts of interest.
- Building and maintaining trust.
- Demonstrating legal and policy compliance.
- Seeking internal and external collaborative opportunities both, virtually, and in person.
- Mastering crucial and courageous conversations.
- Demonstrates consistency between words and actions.
- Exercises power, authority and influence appropriately.

2. Managing work.

Work management is a continuous process, where work is strategically aligned to the organizational goals to effectively get things done. By working together leaders empower others through personal responsibility and empowerment allowing an organization to grow and thrive.

- Strategic planning to align with organizational goals.
- Developing organizational policies/procedures for financial, technological and human resources.
- Empowering others through a motivational environment.
- Building skills to provide feedback and coaching.

- Evaluating workloads and performance as a process.
- Utilizing leadership skills to create, maintain and grow the, culture.
- Takes personal responsibility while encouraging others to do the same in a safe environment.

3. **Leading people.**

Exemplary leadership is a way of being, whether leading others or one's own life. Leadership can be developed; it is a choice to embrace one's authenticity and empower others to act. Leaders provide the vision to accomplish even the simplest tasks for accomplishing their organization's goals and define how they fit into it. Leadership is not managing the demands of each day; it is taking people in a direction.

- Articulates a shared vision to establish focus.
- Promotes a diverse and inclusive workforce.
- Facilitates collaboration and understands the interests of other stakeholders.
- Fosters commitment, group identity, pride and team spirit.
- Enables others to act.
- Demonstrates executive presence.
- Leverages the power of multigenerational teams.
- Embraces authenticity, connection and engagement.
- Proactively manages conflicts resulting from organizational change and acts decisively when action is required.

4. **Developing self.**

Personal development is a lifelong process and can be described as many things but at its core is the expansion of self-awareness. Ultimately, personal development and its results enhance our quality of life and increase our satisfaction. Personal development is the process of creating and living one's most authentic life – unique to the individual, their dreams, passions and needs.

- Commitment to continuous learning.
- Personal management skills.
- Recognizes and utilizes individuality and differences.
- Increased self-awareness for better communication; in person and verbally.
- Maintains professional interpersonal relationships.
- Builds resiliency to manage personal and organizational anxiety calmly and with confidence.
- Utilizes emotional intelligence to raise awareness.
- Develops and implements methods to share knowledge with others.
- Seeks feedback from others and uses it for personal growth.

5. **Systemic integration.**

Boosting productivity and improving workflow are essential if an organization is to succeed. Systems integration is a great way to achieve these goals; however, it cannot be achieved without meaningful advocacy and creative innovations, both internally and externally.

- Evaluating for continuous alignment of policy strategies.
- Objective analysis of data in decision making.
- Gather and synthesize information for a meaningful approach.
- Dynamic approach to systems and processes for continuous improvement.
- Ongoing review and feedback to assure strategic alignment.
- Fostering a hybrid of skills in various job functions to navigate an everchanging dynamic.
- Leading virtual teams and independent contractors.

6. Public service focus.

Public service is a service through collaboration both internally and externally, resulting in a quality stakeholder experience. It exudes trust and stewardship for the common good by contributing to the common good through accountability and transparency.

- Understanding the fundamental role of public servants.
- Delivering quality stakeholder experiences to the public.
- Building collaborative relationships internally and externally.
- Managing the public trust through stewardship of public resources.
- Contributing to the common good through accountability and transparency.
- Establishing a functional and appropriate social media presence.
- Demonstrates a personal commitment to quality public service.

7. Change leadership.

Change agents promote and support a new way of doing something within the organization by inspiring others through advocacy. Change agents embrace the agility to navigate the rapidly increasing change and the growing complexity of today's rapidly changing world.

- Implement a systematic approach for positive and effective organizational change.
- Acting as a positive change agent.
- Inspire others to adapt through meaningful advocacy towards strategic goals.
- Encourage creativity and innovation.
- Foster perseverance and resiliency.
- Embrace agility to navigate the rapidly increasing rate of change and growing complexity.
- Maintain a professional demeanor in stressful and difficult situations.

Agency representative

The agency representative is the point of contact for CPM to communicate participant progress and have the authority to approve the fee payment. For agencies submitting multiple applications, attach each individual application to the agency section.

Program fee

The Oklahoma Certified Public Manager Program fee is \$1,300.

Payment is due at start of the program, paid to OMES for each employee participating in the CPM program. No refund is given for participants who violate the attendance policy or do not complete the program. However, the participant may be eligible to re-enroll in future cohorts.

Manager involvement agreement

The participant's manager agrees to provide time during the workday to attend training courses, prepare class assignments, study for examinations and work on program projects. The program is designed to consider agency productivity needs and strives to limit activities to three or less days each month.

Attendance policy

Participants are required to attend all scheduled courses and activities. Participants who have failed to complete at least 75% of the required activities may be removed from the cohort.

Cohort placement

Cohorts are limited to 36 participants. Cohorts are filled on a first-come, first-served basis.

CPM Enrollment Application form

This form includes an agency and participant section. All sections must be completed for enrollment to be processed.

Agency

Agency _____

Agency representative _____

Agency representative email _____ Phone _____

Employees enrolling into CPM 2021-2022 Cohort

Participant name	Employee ID

Describe your agency's selection process (optional).	
--	--

By signing this document, your agency is agreeing to all fee, schedule and participation requirements stated above.

Agency representative signature

Date

Participant

First name _____ Last name _____

Employee ID _____ Email _____

Agency _____ Street address _____

City _____ State _____ ZIP code _____

Job title _____

Supervisor
name _____

Supervisor
email _____ Phone _____

Required with form

- Letter of recommendation.
- Current curriculum vitae or résumé.
- Statement of interest (maximum of 500 words).

By signing this document, you are agreeing to all fee, schedule and participation requirements stated above.

Participant signature

Date

Supervisor signature

Date