



OKLAHOMA

# CERTIFIED PUBLIC MANAGER® PROGRAM



The Certified Public Manager® program is a nationally accredited, comprehensive management development program specifically designed to prepare managers for public service careers.

Join our updated, modernized program where you will join a cohort of your peers for an 18-month journey that will increase leadership skills, capitalize on the strengths of public servants and prepare you for a lifelong career of learning and growing as a leader.

Participants must be nominated by their agency. Agencies can set up their own programs and procedures for choosing and recommending employees for the program. Contact your supervisor or HR department for more information.

Enrollment opens October 2018 and will continue until January 2019 for the April 2019 Cohort. A link to the enrollment form will be available when enrollment open. For additional information and question please email [hcmtraining@omes.ok.gov](mailto:hcmtraining@omes.ok.gov).

Agencies have been taking advantage of the CPM program to develop and grow the best possible state leaders since 1986. Although the program is new and improved, our commitment to helping agencies put forward their best and brightest candidates hasn't changed.

How do you select the best? Let us provide

some ideas, suggestions and best practices to improve or create a selection process that rewards employees for their commitment to leadership and development.

## STEP 1: Agency Awareness

The first step in any selection process is making sure the agency leaders and managers know that CPM is a tool in their toolbox. The more leaders incorporate CPM into their regular development efforts, the more interest will grow among supervisors and employees.

This might include:

- Email blasts to supervisors about CPM and your agency's selection process.
- Inviting OMES Training and Development to speak about CPM at a team leaders meeting.
- Incorporating CPM as a development option on your agency's performance management forms.
- Periodic reminders to agency leaders and managers about CPM enrollment deadlines.

## Step 2: Criteria for Candidacy

Who makes an ideal CPM candidate? The answer is as varied and diverse as the agencies that serve our state. Ultimately, the criteria for candidacy is up to your agency's vision of what good leadership means and what skills and behaviors your agency requires to succeed.

For the purposes of the program, we are looking for managers, supervisors and high-potential employees who are dedicated to taking a leadership role in the agency, regardless of their profession or position.

Here are a few additional criteria you might consider:

- Longevity with the agency or state.
- Performance management data (e.g., potential candidates cannot have a needs improvement in the last 2 years).
- Potential for advancement.

### **STEP 3: Nomination Process**

Most agencies are full of qualified, high-potential employees who would benefit greatly from the CPM program. However, resources are tight and agencies generally cannot afford to send everyone. Next, you will need to consider how your agency will seek out and identify the most qualified candidates for the program.

Questions to consider:

#### **Who can nominate employees?**

- Individual request.
- Coworkers.
- Supervisors.
- Division/department heads.
- Agency executives.
- HR departments.

#### **How will they nominate people?**

- Anonymously or publicly.
- With a letter of recommendation.
- Via email.
- Via web form.

### **STEP 4: Selection Process**

Once an agency has a pool of nominees, how do they choose? We recommend setting

an annual budget for CPM. Whether you can afford to send one employee or 10, having a line item for the program ensures that those who don't get an opportunity can look forward to future participation in the program.

Here are a few ways agencies have chosen their candidates:

- Selection committees.
- Interviews.
- Agency-specific application (in addition to CPM application).
- Department or agency selection/voting.

### **Step 5: Ensuring Commitment**

The OMES Training and Development department has updated CPM to make it easier for busy state professionals to complete the program. However, agencies still want to ensure that the candidate they put forward will complete the program. Determine how your agency will handle candidates who enter the program and then fail to comply or complete. Will you require a commitment of service after program completion?

### **Step 6: CPM Recognition**

Finally, we recommend agencies find a way to recognize the employees who successfully complete the CPM program and become nationally certified leaders. Merit Rules title 260:25-17-112 (e) states, "Graduation from the Program as a 'Certified Public Manager®' shall substitute for one (1) year of professional experience in business or public administration on any Merit System job class requiring such experience as part of the minimum qualifications." Additionally, some agencies provide a stipend or bonus, and others provide salary increases when possible. If monetary reward is not possible, determine other creative ways you can recognize your employees' accomplishments.