Certified Manager® Program

Description: The Certified Manager Program is offered by San Jacinto College District in partnership with the Institute of Certified Professional Managers (ICPM), an educational institute at James Madison University and sponsor of the internationally recognized Certified Manager® (CM®) certification. CM certification distinguishes managers from their peers and provides a competitive edge in employee selection and advancement. The program is divided between 3 Modules and an assessment at the end of each module must be successfully completed.

Modules:

Module 1: Management Fundamentals  Mar 31 – Apr 16/2015  TTH  6-9:30pm  $625.00
Module 2: Planning & Organizing  Apr 28 – May 14/2015  TTH  6-9:30pm  $625.00
Module 3: Leading & Controlling  May 26 – Jun 11/2015  TTH  6-9:30pm  $625.00

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SJC – Certified Manager® Program

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Through a comprehensive, 3-module program of training and assessment, ICPM certifies a level of management competency and leadership potential which is recognized worldwide by the CM® professional credential. CM certification is achieved by meeting eligibility requirements (http://www.icpm.biz/?page=eligibility) for education and experience and by successfully passing 3 CM certification exams. Applicants have a maximum of 15 months to complete all CM Program requirements.

The 3-modules of the CM certification program include:

Module I – Management Fundamentals
Length: 21 hours
CEUs: 2.1

Module II – Planning + Organizing
Length: 21 hours
CEUs: 2.1

Module III – Leading + Controlling
Length: 21 hours
CEUs: 2.1

TOPICS COVERED
- roles, skills, functions
- managers v. leaders
- ethics/social responsibility
- managing globally
- managing sustainability
- communication
- decision making
- information technology
- risk management
- economics

TOPICS COVERED
- org structure + culture
- formulating strategy
- operations management
- project management
- high performance teams
- HR management
- managing diversity
- coaching + feedback
- networking + mentoring
- running effective meetings

TOPICS COVERED
- leading effectively
- motivation
- managing change
- conflict + negotiation
- managing misbehavior
- time/stress management
- operations control
- quality management
- financial statements/ratios
- financial management

LEARNING OUTCOMES

After completing all three modules participants should be able to:
- Demonstrate enhanced management and leadership knowledge
- Perform with greater managerial confidence
- Employ ethical decision making on-the-job
- Utilize continuing professional development to maintain current skills
- Represent their organization’s commitment to quality management