

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.

From graduates of the program:

"In addition to adding to ones skills and gaining practical information relative to public administration, the CPM program provides a platform for advancing ones career and is a great segue to an MPA."

Murvat Musa
Executive Director
Reese Technology Center

"The CPM program provided me with a theoretical and practical education supporting professional development and prepared me for my eventual MPA. The program expands knowledge across multiple public administration aspects, increasing understanding of all government operations. Graduates bring back practical skills that benefit our communities daily and provide returns far greater than the program cost."

Garrett Spradling
City Manager
City of Borger, TX

"In CPM, I had the pleasure of meeting classmates that I still call "friend" today! I learned so much from others from different communities and levels in their respective organizations. These lessons helped me to become a better leader and also can be attributed to me progressing in my own career. I believe the course content is great but the co-mingling of ideas that are shared between classmates and instructors is the most valuable piece of CPM!"

Morris Williams Jr.
Deputy City Manager
City of 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 form 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

The tuition and fees for each track are \$695. 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 \$4,865 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 completes all the 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.

www.depts.ttu.edu/politicalscience/cps/

CERTIFIED PUBLIC MANAGER PROGRAM



Texas Tech University's Center for Public Service offers the CPM Program in West Texas. 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**

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



**CENTER FOR
PUBLIC SERVICE**

TEXAS TECH
College of Arts & Sciences

TTU CERTIFIED PUBLIC MANAGER PROGRAM

Overview of the Certified Public Manager Program

The Certified Public Manager (CPM) program is a nationally accredited, comprehensive management development program. The 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 CPM program leads to a professional designation. Approximately half of the states have fully accredited CPM programs. The CPM program has been approved for continuing education unit (CEU) credits by a variety of state and local government entities.

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.

The TTU CPM program operates under the auspices of the Texas CPM program which received full accreditation from the National CPM consortium.

Format and Participant Focus

The program format is geared to public and non-profit 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 consulting agencies. Dr. Sung Kwon, Director of the Center for Public Service, coordinates and facilitates the program.

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.

Classes are held in Lubbock, 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. The following topics will be covered in each track.

Track 1: Human Resource Management

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

Track 2: Managing for Quality

This track covers leadership and motivation in organizations, personal development, strategies for building quality, and organizational change.

Track 3: Organizational and Public Communication

This track covers communication with the public, employees, and interest groups, social media strategies, and crisis communication.

Track 4: Public Budgeting and Finance

This track covers essentials of governmental budgeting and financial management, government accounting and bond issues, and economic and community development.

Track 5: Performance Measurement and Program Evaluation

This track covers methods of analyzing and evaluating programs and policies, practices of improving productivity and performance, and basics of legal and survey research.

Track 6: Information Systems; Ethical Decision Making

This track covers IT tools and systems for organizational performance, basics of GIS, cyber security issues, and ethics in public service.

Track 7: Applied Projects

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