



# FY2012 ESSENTIAL MANAGEMENT CERTIFICATE PROGRAM

Managers at all levels need the insights and skills to manage themselves effectively, be flexible, work on teams, look for better ways to perform work, serve the customer, and seek motivation. The high-performing manager is an employee who is dedicated to achieving personal excellence and contributing in a valuable way to the vision, mission, and objectives of the work unit regardless of that employee’s specific position. Courses in the Essential Management Certificate Program are designed to assist management supervisory employees in developing the skills needed to thrive in today’s changing and fast-paced work environment.

**District Personnel Manual: 1304.1 MANDATORY CONTINUING EDUCATION AND TRAINING**  
*Pursuant to § 955 of the CMPA (D.C. Official Code § 609.55) (2001), each employee appointed to the Management Supervisory Service shall be required to maintain and enhance his or her management and supervisory skills and to attend requisite training courses every year as prescribed by the personnel authority. Failure to complete the prescribed education and training within the specified time frames may result in administrative action against the employee.*

## CERTIFICATE REQUIREMENTS

A certificate will be awarded to employees who meet the following requirements:

1. Complete the required **5 courses**;
2. Finish all coursework within a two-year period;
3. Complete all course evaluations.

Delivery Method	Core Competencies	Recommended Track
Online	Communication: Management Skills Intro	1
ILT	Transitioning into Management 101 *April 2012	2
Online	Managing in Perspective & Performance	3
Online	Resolving Conflict	4
ILT/Online	Building High-performing Teams *April 2012 ILT	5

Please note: The recommended track is based on the course availability. The recommended track order is not mandatory.

\*ILT-Instructor-led Training (PeopleSoft Registration)

\*Online Web-based Training (Online MindLeaders Program)

- 1<sup>st</sup> year: Complete a minimum of two(2) courses
- 2<sup>nd</sup> year: Complete a minimum of three (3) courses
  
- **Electives Courses:** Agency-specific courses determined by Agency Director, Manager, HR Advisor, or Training Coordinator.