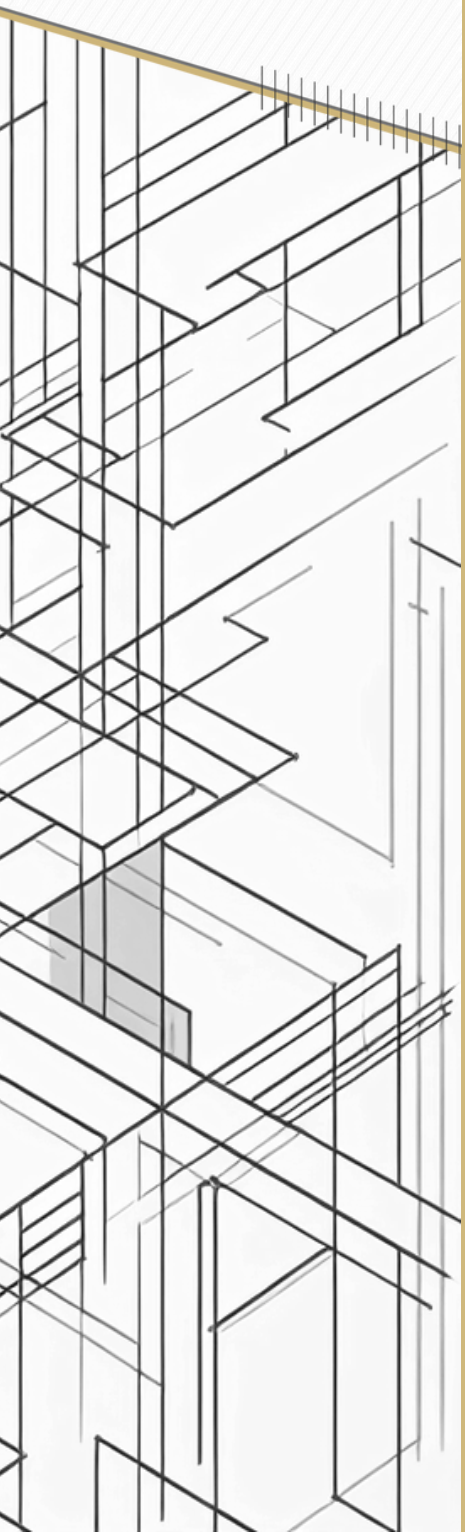# Manager Certification

Self-Paced Program Guide

Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Table of Contents

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Program Strategy

Our strategy is to offer professional and leadership development at all levels to directly support the University's Mission, Vision, and Values, while aligning with strategic priorities that enhance and promote development programs across all career stages.

Program Introduction

The Learning and Development team is excited to offer a self-paced, customizable Manager Certification Program. This program features a core curriculum designed to equip managers with essential skills for leading, supervising, and managing, while also preparing individuals aspiring to step into these roles. Participants will also complete elective courses to tailor their learning and focus on competencies relevant to their professional development.

Coaching
35%

OJT Experience
55%
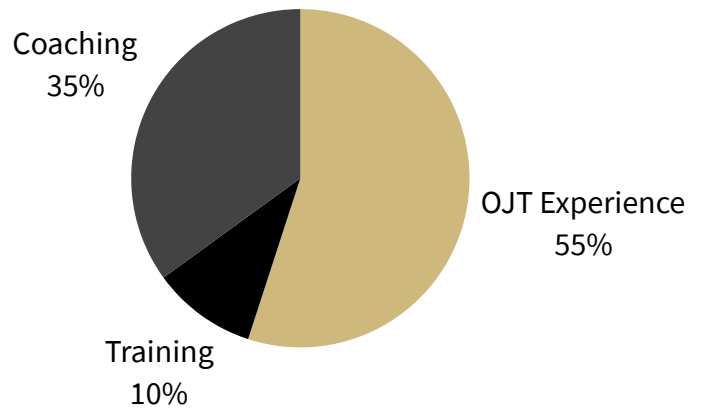
Training
10%

Leadership development extends beyond formal training. Research identifies three key methods for building leadership skills: 1) on-the-job (OJT) experience, 2) coaching and mentoring from supervisors or key individuals, and 3) formal training. The Manager Certification Program supports managers in gaining the skills needed to navigate a variety of situations, with courses covering diverse competencies that can be completed in any order, as schedules allow.

The program offers flexibility, allowing participants to customize the timing of instructor-led sessions. For details on participant selection and progress tracking, please refer to the Resources section at the back of this guide. Additionally, the program includes a program tracker, which participants can use to track progress throughout the program and assist in electives course selection.

As with any program, we will review feedback and determine if modifications should be made to the program. If you have any questions or would like to discuss how we can further customize this program for your department, please feel free to reach out to me.

Thank you,

Debbie Lammers Assistant Vice Chancellor, Learning and Development
Debra.Lammers@cuanschutz.edu

Core Curriculum Overview

Individuals must complete **all** courses in this category.

These courses are scheduled on a regular basis and subject to availability. To view course schedule and information on how to register, visit our [L&D Instructor Led webpage](#).

Core Curriculum	Duration	Cost	Course Competencies
The Path to Exceptional Productivity	6 contact hrs.	$0	Leading Self Leading Programs and Projects
Essential Leadership Practices for Team Success	7 contact hrs.	$0	Leading Self Leading Programs and Projects
Communicating as a Leader	2 contact hrs.	$0	Leading Self Leading Others and Teams
Crucial Conversations	16 contact hrs.	$300 In-Person $250 Virtual*	Leading Self Leading Others and Teams
Lead with Trust: Inspiring Greatness in Teams	3 contact hrs.	$0	Leading Self Leading Others and Teams
DISC Leadership Styles	3.5 contact hrs.	$0	Leading Self Leading Others and Teams
Fundamentals of Continuous Improvement Methodology and Culture	2 contact hrs.	$0	Managing the Organization Leading Programs and Projects

Note: Prices are subject to change based on vendor pricing for materials. The Learning and Development team will confirm the final cost with registered attendees before registration is finalized and speedtypes are charged.

Core Curriculum	Duration	Cost	Course Competencies
Conflict Resolution Styles - Using the TKI	3 contact hrs.	$0	Leading Self Leading Programs and Projects
Understanding Emotional Intelligence	4 contact hrs.	$0	Leading Self Leading Others and Teams
Managing the Post-Pandemic Workforce Empowerment vs. Oversight (e-learning course)	1 hr.	$0	Not Applicable - e-learning module
Optimizing Productivity in a Time of Hybrid Work (e-learning course)	1 hr.	$0	Not Applicable - e-learning module
Sustaining Culture when Everyone's Remote (e-learning course)	2 hrs.	$0	Not Applicable - e-learning module
4 Disciplines of Execution (4DX)	4 contact hrs. (in-person only)	$0	Managing the Organization Leading Programs and Projects

Elective Curriculum Overview

Individuals must complete a minimum of four courses in this category.

These courses are scheduled on a regular basis and subject to availability. To view course schedule and information on how to register, visit our [L&D Instructor Led webpage](#).

Elective Curriculum (Select 4)	Duration	Cost	Course Competencies
Introduction to Continuous Improvement Tools for Application	3 contact hrs.	$0	Managing the Organization Leading Programs and Projects
Continuous Improvement: Understanding Current State	3 contact hrs.	$0	Leading Self Leading Others and Teams Leading Programs and Projects
Crucial Accountability	12 contact hrs.	$235*	Managing the Organization Leading Others and Teams
DISC Course	3.5 contact hrs.	$0	Leading Self Leading Others and Teams
Lead with Your Strengths	3 contact hrs.	$49.99*	Leading Self Leading Others and Teams
Performance Management	3.5 contact hrs.	$0	Managing the Organization Leading Others and Teams
Performance Management (e-learning course)	1 hr.	$0	Managing the Organization Leading Others and Teams

Note: Prices are subject to change based on vendor pricing for materials. The Learning and Development team will confirm the final cost with registered attendees before registration is finalized and speedtypes are charged.

Elective Curriculum (Select 4)	Duration	Cost	Course Competencies
Presentation Advantage	8 contact hrs.	$0	Managing the Organization
Essential Skills for the Unofficial Project Manager	3 contact hrs.	$0	Managing the Organization Leading Programs and Projects
Understanding and Applying State Classified Rules (e-learning course)	1-2 hrs.	$0	Not Applicable - e-learning module
Writing SMART Performance Goals	3 contact hrs.	$0	Leading Others and Teams
Writing SMART Performance Goals (e-learning course)	1-2 hrs.	$0	Leading Others and Teams
Overcoming Imposter Syndrome	2 contact hrs.	$0	Leading Self Leading Programs and Projects
Crucial Influence	*coming soon*	*coming soon*	*coming soon*
Getting Things Done	*coming soon*	*coming soon*	*coming soon*

Manager Certification Program Discussions

Individuals must complete a minimum of four courses in this category.

Six topics are selected and scheduled on a yearly basis and are organized based on managerial experience level.

Manager Certification Discussion Topics for All Managers	Duration
Navigating Leadership in a Hybrid World	1.5 hrs.
Managerial Challenges and Rewards	1.5 hrs.
Manager Certification Discussion Topics for New Managers	Duration
Managing Energy and Efforts for Productivity	1.5 hrs.
Applying New Skills and Finding Group Support	1.5 hrs.
Delegating with Confidence	1.5 hrs.
Making Meetings Productive in a Hybrid Setting	1.5 hrs.
Building Confidence as a New Manager	1.5 hrs.

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Manager Certification Discussion Topics for Established Managers	Duration
Trust as a Team Foundation	Percipio (in-person only)
The Role of Emotional Intelligence in Feedback	Percipio
Recognizing and Preparing for Crucial Conversations	Percipio (in-person only)
Leading Teams Through Change	Percipio
Self-Discovery and Growth Through Assessments	Percipio
Fostering Innovation and Building Team	Percipio

Accessing the Learning Journey in Percipio

Access Percipio through your campus portal. Once logged into Percipio, select:

Library > CU Anschutz > Instructor Led Training (ILT) > Self-Paced Manager Certification Program

1. Select Library

🏠 Home
🔲 Library
🎁 What's New
📲 My Learning
📍 Certifications
🎧 Skill Benchmarks
ⓒ AI Simulations
✛ AI Assistant

🔲 Library [Provide feedback]

Explore and be inspired

Explore a variety of topic areas and features that will enable your long term learning success!

2. From the Library menu, select CU Anschutz

University of Colorado System

| Admins Only | CU Anschutz | CU Boulder |
| CU Denver | System Administration | UCCS |

👥 My Settings
⊗ Help

CU Anschutz

Related Subjects

Accessibility

Advancement

Campus Security

Clinical Research

CU-SIS

Environmental Health and Safety (EHS)

Equity Office

Human Resources

3. From the CU Anschutz library, select Human Resources.
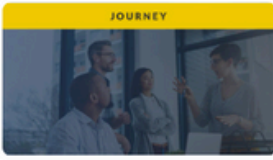
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Channels/Journeys

Human Resources - CU Anschutz -
List of Online Courses

Manager Certification

JOURNEY

Self-Paced Manager Certification
Program

Working within the Journey

Once in the Journey, you will be able to complete benchmarks, monitor progress toward completion, sign up for courses and complete e-learning courses. Each section of the journey is reviewed below.

Aspire Journeys

Self-Paced Manager Certification Program

0%

Journey
not started

Earn your
certificate

About this journey

This program provides foundational course work in the area of continuous improvement. Upon completion of the three modules, you will be able to download a certificate for the program.

Syllabus

1 course (59m 2s) | 32 others (52h 5m 2s)

Module - Initial Program Benchmarks
This module should be completed within 90-days of being enrolled within the program.
10 items (1h 17m)

Mandatory Courses ILTs
This track lists all of the mandatory ILTs for the program.
10 items (48h 30m 30s)

Mandatory Courses e-learning
This track lists all of the mandatory online courses for the program.
3 items (2h 59m 34s)

Module -Post Program Benchmark
This module should be completed within 90-days of completion of the program.
10 items (1h 17m)

Optional Resources   ♀ Optional
Use the materials in this area to enhance your learning.

Electives Courses (Must complete 4 from the list below) and Program Discussions (Must complete 4 topics from the list below)

These initial benchmarks should be completed within the first 90 days of beginning the program.

All required courses are listed under Mandatory Courses ILTs. Enroll in courses and track completions directly within the learning journey.

Track progress directly from the learning journey.

Register for courses.

Required E-Learning Courses

Complete required e-learning courses.

Mandatory Courses e-learning
This track lists all of the mandatory online courses for the program.

3 items (2h 59m 34s)

COURSE | 59m 2s

★ 4.5 (85)

MIT SMR: Managing the Post-Pandemic Workforce Empowerment vs. Oversight

As organizations prepare to lead their post-pandemic hybrid workforce, leaders face critical choices about how best to measure and monitor their workers' performance. Should leadership use new measurement technologies to double down on greater oversight? Or are these capabilities better deployed to empower workers? Our research s...
View More ⌄

○ Not Started

Start course

Complete e-learning courses

Elective ILTs and Manager Certification Discussions

Register and track progress on electives and manager certification discussion in the Optional Resources section at the bottom of the page. Four electives and four manager certification discussions should be completed in order to graduate. Click the arrows to view all courses listed in this section.

Optional Resources ♀Optional
Use the materials in this area to enhance your learning.

Electives Courses (Must complete 4 from the list below) and Program Discussions (Must complete 4 topics from the list below)

LEARNING AND DEVELOPMENT

LIVE COURSE
UCD|AMC: Writing SMART Performance Goals

LIVE COURSE
UCD|AMC: Manager Certification Program Discussion: Applying New...

LIVE COURSE
UCD|AMC: Manager Certification Program Discussion: Building...

LIVE COURSE
UCD|AMC: Manager Certification Program Discussion: Fostering...

Scroll to view all options.

Register and track progress on elective courses.

Register and track completions for manager certification discussions.

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These initial benchmarks should be completed within 90 days of graduating the program.

Module -Post Program Benchmark

This module should be completed within 90-days of completion of the program.

10 items (1h 17m)

SKILL BENCHMARK | 11m | 11 questions   ★ 4.1 (410)

Communication Essentials

Become a better communicator using these practical strategies on presentation skills, listening, body language, and writing well. Learn to communicate more effectively and confidently in your day-to-day interactions with colleagues, customers, and family.

○ Not Started   **Start Benchmark**

Resources

Supervisor Nomination / Employee Request for Nomination

There are two ways to apply or express interest in attending this program:
1. Supervisors can nominate an individual for the program.
2. An individual can request a nomination for the program.

The following outlines the supervisor nomination process:
- From the [Manager Certification Program Webpage](#) (self-paced), click the Supervisor Nomination Site button. The nomination must be completed by the supervisor or manager.
- Once the nomination is submitted, the participant and supervisor will receive an email confirmation. This confirmation will include further instructions regarding the program.
- If there are any questions regarding enrollment, please email HR.TrainingRegistration@cuanschutz.edu.

The following outlines the request for nomination process:
- From the [Manager Certification Program Webpage](#), individual can click the Employee Request for Nomination Site button.
- Part of the interest form requires you to include the name and email address of your supervisor. We encourage all individuals to discuss their interest in the program prior to submitting a nomination request.
- Once the nomination is received, an email will be sent to the supervisor notifying them of your interest and will provide next steps.
- The supervisor must complete a Supervisor Nomination for the employee to participate in the Manager Certificate Program.
- If there are any questions regarding enrollment, please email HR.TrainingRegistration@cuanschutz.edu.

Tracking Progress in the Program

To assist individuals in tracking their progress, there is a [program tracker](#) that participants may complete. The program tracker is included in the confirmation email the participant receives once their nomination is submitted.

Additionally, progress can be tracked directly in Percipio. Please review the [Working Within the Journey](#) section for more information about this process.

Manager Certification Team Channel

Participants gain access to a Team channel to share insights, articles, learning and much more.

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Resources

Credly Badge

Upon completing the program, you will earn a Credly digital badge. Credly empowers organizations to officially recognize individuals for demonstrated competencies and skills, connecting people to opportunities based on their talent and capabilities. This verifiable credential highlights your leadership skills and expertise, making meaningful achievements visible while unlocking access to a more diverse and qualified professional network. You can showcase your accomplishment on your LinkedIn profile, email signature, and other platforms, contributing to the global marketplace of knowledge and skills.

Badges will be awarded within a month of date of completion of the program.

FAQ's

Q: Is supervisor approval required for the program?

A: Yes. Individuals can express interest in the program by completing the employee interest information on the C-Vent site; however, they must have the approval of their supervisor to participate in the program. Once the request is received, the Learning and Development Team will confirm approval with the applicant's supervisor.

Q: After completing the program, will I be eligible for a raise or promotion to manager?

A: This certification program does not guarantee raises or promotion to a supervisor/manager position. It is intended to help individuals gain/enhance skills and competencies to be successful in their current role and future roles that may become available. Please talk with your supervisor/manager concerning raise and promotion opportunities.

Q: If I have already taken any of the courses listed prior to registering for the program, can I show them as complete?

A: Yes. Previous attendance in any of the courses that have not had significant changes (i.e., Crucial Conversations, Crucial Accountability) can count towards completion of the program.

Q: If the class was conducted by my department, can I include as a completed course?
A: Yes. If your department hosted the course, please email HR.TrainingRegistraction@cuanschutz.edu to let us know that you attended a department-sponsored course. Once verified, we will contact you on how we will complete this course in your learning journey.

Q: How long will it take me to complete the program?

A: As this is a self-paced course, it will primarily depend on your availability to complete the requirements. Typically, this type of program could take approximately two to three years to complete.

Q: What if the class(es) I need to attend are full with a waitlist?

A: Individuals enrolled in the certification program will receive priority consideration for enrollment in classes. If you are attempting to enroll in a class and it is full, please send an email to HR.TrainingRegistration@cuanschutz.edu and we will assist in your enrollment.

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