



Manager Certification

Campus-Wide Manager Certification Cohort Program Guide

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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

Leading others requires individuals to acquire and grow a new set of skills and abilities. The courses in this program have been chosen to provide leads, supervisors, managers, and individuals looking to move into one of these roles with foundational tools to help them be successful. Developing as a leader goes beyond attending formal courses. Research shows that leadership potential is developed three distinct ways: 1) on-the-job (OJT) work experience, 2) coaching/mentoring from the person's supervisor and/or other key individuals, and 3) formal classroom/virtual training.

A good manager must be able to handle a variety of situations. The courses in this program range in competencies and topics that will help a manager navigate these situations. Participants in the cohort program will complete the curriculum together by meeting once a month in-person for 8-months



Curriculum Overview

To learn more about each course including an expanded view of course competencies and learning objectives, please visit the full [Learning and Development Course Catalog](#). Curriculum is listed in the order of the program.

Name of Course	Duration	Cost	Course Competencies
DISC Leadership Styles	3.0 contact hrs.	\$0	Leading Self Leading Others and Teams
Communicating as a Leader	2 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 Project
Introduction to Continuous Improvement Tools for Application	3 contact hrs.	\$0	Managing the Organization Leading Programs and Project
Continuous Improvement: Understanding Current State	3 contact hrs.	\$0	Leading Self Leading Others and Teams Leading Programs and Projects
Lead with Trust: Inspiring Greatness in Teams	3 contact hrs.	\$0	Leading Self 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 before registration is finalized and speedtypes are charged.*



Name of Course	Duration	Cost	Course Competencies
Understanding Emotional Intelligence	3.5 contact hrs.	\$0	Leading Self Leading Others and Teams
Conflict Resolution Styles - Using the TKI	3.0 contact hrs.	\$0	Leading Self Leading Programs and Projects
Critical Conversations	4 contact hrs.	\$0	Leading Self Leading Others and Teams
Essential Leadership Practices for Team Success	7 contact hrs.	\$0	Leading Self Leading Programs and Projects
The Path to Exceptional Productivity	5 contact hrs.	\$0	Leading Self Leading Programs and Projects
4 Disciplines of Execution (4DX)	4 contact hrs.	\$0	Managing the Organization Leading Programs and Projects



Competency Based Learning

In our continuous commitment to advancing high-quality professional development, each course in this program also includes a framework of competencies. These competencies have been thoughtfully categorized into the following areas: Managing the Organization, Leading Self, Leading Others, and Leading Programs and Projects. Competency-based learning is an educational theory that prioritizes mastering skills, emphasizing dynamic and personalized learning experiences.

The competencies within the program span a spectrum of important skills. This strategic alignment ensures that the courses not only deliver knowledge but also provide a practical and applicable skill set that is transferable to a variety of roles on the CU Anschutz Medical Campus. Through the incorporation of competencies, the courses in the program are poised to serve as catalysts for individual growth and organizational success, epitomizing our dedication to delivering a learning experience that is both impactful and tailored to the unique needs of each participant.



Accessing the Learning Journey in Percipio

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

Library > CU Anschutz > Instructor Led Training (ILT) > Campus-Wide Manager Certification Program

The screenshot shows the Percipio Library interface. On the left is a navigation menu with options: Home, Library (highlighted), What's New, My Learning, Certifications, Skill Benchmarks, AI Simulations, AI Assistant, My Settings, and Help. A callout box labeled "1. Select Library" points to the Library menu item. The main content area features a "Library" header with a "Provide feedback" button and a banner titled "Explore and be inspired" with a sub-message: "Explore a variety of topic areas and features that will enable your long term learning success!". Below the banner is a grid of university selection buttons: Admins Only, CU Anschutz (highlighted with a callout "2. From the Library menu, select CU Anschutz"), CU Boulder, CU Denver, System Administration, and UCCS.

CU Anschutz

Related Subjects

A grid of eight subject tiles is displayed. Each tile contains an icon and a label. The tiles are: Accessibility (wheelchair icon), Advancement (heart with dollar sign icon), Campus Security (shield with star icon), Clinical Research (microscope and pencil icon), CU-SIS (computer monitor icon), Environmental Health and Safety (EHS) (DNA double helix icon), Equity Office (group of people icon), and Human Resources (person with circular arrows icon). The Human Resources tile is highlighted with a callout box labeled "3. From the CU Anschutz library, select Instructor Led Training (ILT)".

3. From the CU Anschutz library, select Instructor Led Training (ILT)



Human Resources

Channels/Journeys

The screenshot shows five program cards under the heading "Channels/Journeys". Each card has a yellow "JOURNEY" header and a thumbnail image of people in a meeting. The cards are:

- Campus-wide Manager Certification Program
- HR Professional Development Program
- Human Resources - CU Anschutz - List of Online Courses (with a green circular icon)
- School of Medicine Manager Certification Program
- Self-Paced Manager Certification Program

An arrow points from a grey callout box to the "Self-Paced Manager Certification Program" card. The callout box contains the text: "4. Locate the Campus-wide Certification Program".

Working within the Journey

Once in the Journey, you will be able to complete benchmarks and your monitor progress toward completion in the cohort program. Each section of the journey is reviewed below.

The screenshot shows the user interface for the "Campus-wide Manager Certification Program". At the top, it says "Home > Search" and "Aspire Journeys". The program title "Campus-wide Manager Certification Program" is prominently displayed. To the right of the title, there is a progress indicator showing "0%" and "Journey not started", and an icon for "Earn your certificate".

About this journey

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

Syllabus

32 items (47h 8m 30s)

Module - Initial Program Benchmarks

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

10 items (1h 19m)

SKILL BENCHMARK | 11m | 11 questions

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

4.1 (423)

[Start Benchmark](#)



Initial Program Benchmarks

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

Module - Initial Program Benchmarks
This module should be completed within 90-days of being enrolled within the program.
10 items (1h 19m)

SKILL BENCHMARK | 11m | 11 questions | 4.1 (423)

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](#)

SKILL BENCHMARK | 5m | 5 questions | 4.2 (311)

Giving & Receiving Feedback

Everyone can benefit from constructive feedback. Improve the way you provide feedback to the people you work with, and discover how to welcome feedback with open arms. No matter what your role, level, or industry, you will most likely have to give or receive constructive feedback in the workplace at some point...

[View More](#) Not Started [Start Benchmark](#)

Mandatory Courses ILTs

All courses of the cohort-based program are listed under Mandatory Courses ILTs. You can track completions directly within the learning journey. As a member of the cohort, our team has already pre-registered you in Percipio for all the courses you'll be attending in the program.

Mandatory Courses ILTs
This track lists all mandatory ILTs for the program.
12 items (52h 30m 30s)

LIVE COURSE | 3h | CU | 4.1 (423)

UCD|AMC: DISC - Leadership Style

The DISC Leadership Assessment identifies your natural leadership strengths and development areas. Confident leaders are self-aware of how they prefer to lead and how others perceive their leadership style to make necessary adjustments to be more effective. This course provides you with candid feedback and a road map to make...

[View More](#) Not Started [Learn more & Register](#)

LIVE COURSE | 3h | CU | 4.2 (311)

UCD|AMC: Lead with Trust: Inspiring Greatness in Teams

Track progress directly from the learning journey.



Post-Graduation Benchmarks

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

Manager Certification Teams Site (Cohort-Specific)

Individuals in the cohort-based program will be added to a private Teams site to share insights, resources, and receive updates on pre-work/upcoming sessions.

Manager Certification Team Channel (Post-Graduation)

Upon graduation from the cohort-program, participants gain access to a Teams site that includes all past cohort participants and those individuals in the self-paced Manager Certification program to share insights, articles, learning, and much more.

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 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. All individuals in the cohort must be pre-approved and nominated by a 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, do I need to re-take them with the cohort?

A: Yes. Since this is a cohort-based program, all individuals in the program are expected to complete the curriculum together.

Q: How long is the cohort Program?

A: This is an 8-month long program.

Q: Is additional work required before and/or in between sessions?

A: Yes, there is usually pre-work required for every session. Pre-work time could vary depending on the curriculum but is usually less than 45 minutes. Participants will have approximately 3 weeks' advanced notice of any pre-work required before each session.

Q: How much of a monthly time commitment is the program?

A: Each month will involve an entire day of curriculum (days usually start at 8:30am and finish at or before 5 pm). Frequent breaks and a lunch break are pre-scheduled for each session date. Pre-work time and optional post-work time could vary from session to session. Please note all sessions are held ***in-person*** at the CU Anschutz Medical Campus.

Q: What are the attendance requirements?

A: We understand that schedule conflicts may arise; however, if program participants miss more than 2 sessions, they may not receive credit for the program. Our team will work with participants to determine possible options for making-up missed materials.