Manager Certification

Self-Paced Program Tracker

Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

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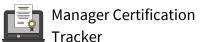# Instructions

This guide is designed to help you track your progress toward completing the Manager Certification Program. You can use it to plan your course schedule by entering the dates you intend to attend each course and then entering completion dates. This will allow you to monitor your progress and identify any remaining requirements to qualify for the certification.

Progress on coursework can also be tracked directly in Percipio. Please see the Program Guide for instructions on how to access the learning journey and details on how to track your progress within Percipio. Once you have completed all requirements, please email HR.TrainingRegistration@cuanschutz.edu. Our team will verify completion, issue your certificate, and update HCM showing you've completed the Manager Certification Program.

Notes:

Progress Tracker - Required Courses

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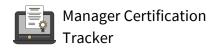
Core Curriculum	Duration	Cost	Planned Date	Completion Date
The Path to Exceptional Productivity	6 contact hrs.	$0		
Essential Leadership Practices for Team Success	7 contact hrs.	$0		
Communicating as a Leader	2 contact hrs.	$0		
Crucial Conversations	16 contact hrs.	$300 In-Person $250 Virtual*		
Lead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

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.

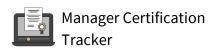| Core Curriculum	Duration	Cost	Planned Date	Completion Date
Conflict Resolution Styles - Using the TKI	3 contact hrs.	$0		
Understanding Emotional Intelligence	3.5 contact hrs.	$0		
Managing the Post-Pandemic Workforce Empowerment vs. Oversight	1 hr.	$0		
Optimizing Productivity in a Time of Hybrid Work	1 hr.	$0		
Sustaining Culture when Everyone's Remote	2 hrs.	$0		
4 Disciplines of Execution (4DX)	4 contact hrs. (in-person only)	$0		

Progress Tracker - Elective Courses

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.
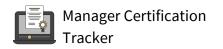
Elective Curriculum (Select 4)	Duration	Cost	Planned Date	Completion Date
Introduction to Continuous Improvement Tools for Application	3 contact hrs.	$0		
Continuous Improvement: Understanding Current State	3 contact hrs.	$0		
Crucial Accountability	12 contact hrs.	$235*		
DISC Course	3.5 contact hrs.	$0		
Lead with Your Strengths	3 contact hrs.	$49.99*		
Performance Management	3.5 contact hrs.	$0		
Performance Management (e-learning course)	1 hr.	$0		

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.

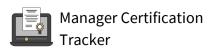| Elective Curriculum (Select 4)	Duration	Cost	Planned Date	Completion Date
Presentation Advantage	8 contact hrs.	$0		
Essential Skills for the Unofficial Project Manager	3 contact hrs.	$0		
Understanding and Applying State Classified Rules	1-2 hrs.	$0		
Writing SMART Performance Goals	3 contact hrs.	$0		
Writing SMART Performance Goals (e-learning course)	1-2 hrs.	$0		
Overcoming Imposter Syndrome	2 contact hrs.	$0		
Crucial Influence	*coming soon*	*coming soon*		
Getting Things Done	*coming soon*	*coming soon*		

Progress Tracker - Elective Courses

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

Note: Performance Management and Writing SMART Performance Goals have an e-learning and live course option. Credit will be given for completing one or the other of these courses as the content and learning objectives for each course is the same.

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	Planned Date	Completion Date
Introduction to Continuous Improvement Tools for Application	3 contact hrs.	$0		
Continuous Improvement: Understanding Current State	3 contact hrs.	$0		
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Performance Management (e-learning course)	1 hr.	$0		

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.

Manager Certification Discussion Topics for Established Managers	Duration	Cost	Planned Date	Completion Date
Trust as a Team Foundation	1.5 hrs.	$0		
The Role of Emotional Intelligence in Feedback	1.5 hrs.	$0		
Recognizing and Preparing for Crucial Conversations	1.5 hrs.	$0		
Leading Teams Through Change	1.5 hrs.	$0		
Self-Discovery and Growth Through Assessments	1.5 hrs.	$0		
Fostering Innovation and Building Team	1.5 hrs.	$0		

Progress Tracker - Benchmarks

Individuals must complete pre and post program benchmarks.

Benchmark	Duration	Cost	Planned Date	Completion Date
Pre-Program Benchmark	1 hr.	$0		
Post-Program Benchmark	1 hr.	$0		

Progress Tracker - Capstone Project

Individuals must complete a capstone project to demonstrate application of concepts learned throughout the program.

Benchmark	Duration	Cost	Planned Date	Completion Date
Capstone	5-8 hrs.	$0		

Submission

Your Name:

Your CU Email: Your Employee ID:

Your Title: Your Department:

Your Supervisor: Supervisor Email:

With this signature I certify that I completed all the Core Curriculum requirements on the dates recorded in the Completed Date column of the tracker.

With this signature I certify that I completed at least four electives on the dates recorded in the Completed Date column of the tracker.

Must have all completed dates entered. Please submit to L&D by emailing this tracker to HR.TrainingRegistration@cuanschutz.edu. L&D will confirm the completion and issue a Certificate of Completion and Credly badge within a month of receiving the form.

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