

# Manager Certification

## 2027 Self-Paced Program Guide

*Updated October 2026*



Anschutz

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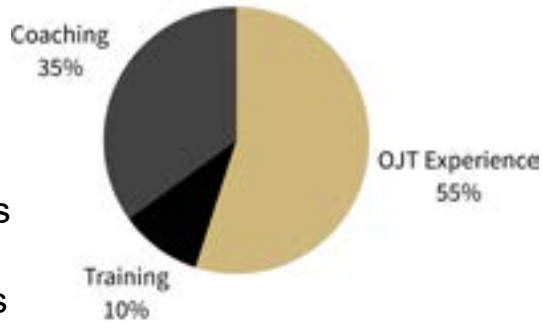
## Program Strategy

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.

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

Debbie.Lammers@cuanschutz.edu

# Core Curriculum Overview

Individuals must complete all courses in this category.

Courses are scheduled one year in advance. Registration opens on a first-come, first-served basis, so early enrollment is strongly encouraged. Schedules are subject to change.

| Core Curriculum | Duration | Cost | Course Competencies |
|---|---|---|---|
| 4 Disciplines of Execution (4DX) | 4 contact hrs. (in-person only) | $0 | Managing the Organization<br>Leading Programs and Projects |
| Communicating as a Leader | 2 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| Conflict Resolution Styles - Using the TKI | 3 contact hrs. | $0 | Leading Self<br>Leading Programs and Projects |
| Crucial Conversations | 16 contact hrs. | $325 In-Person<br>$275 Virtual* | Leading Self<br>Leading Others and Teams |
| DISC Leadership Styles | 3.5 contact hrs. | $0** | Leading Self<br>Leading Others and Teams |
| Essential Leadership Practices for Team Success | 7 contact hrs. | $0 | Leading Self<br>Leading Programs and Projects |
| Fundamentals of Continuous Improvement Methodology and Culture | 2 contact hrs. | $0 | Managing the Organization<br>Leading Programs and Projects |
| Lead with Trust: Inspiring Greatness in Teams | 3 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| The Path to Exceptional Productivity | 6 contact hrs. | $0 | Leading Self<br>Leading Programs and Projects |
| Understanding Emotional Intelligence | 4 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |

| | | | |
|---|---|---|---|
| CU: Total Worker Health® Leadership 101 | 1 hr. | $0 | Not Applicable - e-learning module |
| Embodied Leadership: Practices to Transform Yourself and Those You Lead | 1.25 hrs. | $0 | Not Applicable - e-learning module |
| Top 10 Rules for Highly Effective Leadership | 30 min. | $0 | Not Applicable - e-learning module |

**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.*

***Note: There is no charge to attend this class, but there will be a minimum of a $30 fee for no-shows, cancellations (without rescheduling), or if the assessment is taken twice. Please see our L&D Cancellation Policy for Courses with a Cost for more information.*

# Elective Curriculum Overview

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

Courses are scheduled one year in advance. Registration opens on a first-come, first-served basis, so early enrollment is strongly encouraged. Please note that schedules are subject to change.

| Elective Course Options | Duration | Cost | Course Competencies |
|---|---|---|---|
| Boundaries and Burnout | 4 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| Candidate Care Best Practices | 2 contact hrs. | $0 | Leading Self |
| Introduction to Continuous Improvement Tools for Application | 3 contact hrs. | $0 | Managing the Organization<br>Leading Programs and Projects |
| Continuous Improvement: Understanding Current State | 3 contact hrs. | $0 | Leading Self<br>Leading Others and Teams<br>Leading Programs and Projects |
| Communication Effectiveness | 3.5 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| Creating a Culture of Feedback | 1.5 contact hrs. | $0 | Managing the Organization<br>Leading Self<br>Leading Others and Teams<br>Leading Programs and Projects |
| Crucial Accountability | 12 Contact hrs. | $250* | Managing the Organization<br>Leading Others and Teams |
| The Essential Skills for the Unofficial Project Manager | 3 contact hrs. | $0 | Managing the Organization<br>Leading Programs and Projects |
| Extended DISC** | 3.5 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| Extended DISC and Managing Stress** | 2 contact hrs. | $0 | Managing the Organization<br>Leading Self<br>Leading Others and Teams |

| | | | |
|---|---|---|---|
| Lean Foundations: Streamlining Work and Reducing Waste | 2 contact hrs. | $0 | Managing the Organization<br>Leading Self<br>Leading Others and Teams<br>Leading Programs and Projects |
| Lead with Your Strengths | 3 contact hrs. | $50* | Leading Self<br>Leading Others and Teams |
| Optimism at Work | 2 contact hrs. | $0 | Leading Self |
| Overcoming Imposter Syndrome | 2 contact hrs. | $0 | Leading Self<br>Leading Programs and Projects |
| Performance Management | 3.5 contact hrs. | $0 | Managing the Organization<br>Leading Others and Teams |
| Performance Management (e-learning course) | 1 contact hr. | $0 | Managing the Organization<br>Leading Others and Teams |
| The Power of Emotional Intelligence | 3.5 contact hrs. | $0 | Leading Self<br>Leading Others and Teams |
| Presentation Advantage | 8 contact hrs. | $0 | Managing the Organization |
| Writing SMART Performance Goals | 3 contact hrs. | $0 | Leading Others and Teams |
| Writing SMART Performance Goals (e-learning course) | 1 contact hr. | $0 | 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.*

***Note: Only one DISC course will be counted toward the elective course requirement. There is no charge to attend this class, but there will be a minimum of a $30 fee for no-shows, cancellations (without rescheduling), or if the assessment is taken twice. Please see our L&D Cancellation Policy for Courses with a Cost for more information.*

# 2027 Manager Certification Program Discussions

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

Topics are selected and scheduled on a yearly basis. Registration opens on a first-come, first-served basis, so early enrollment is strongly encouraged. Please note that schedules are subject to change.

| 2027 Manager Certification Discussion Topics | Duration | Cost | Dates |
|---|---|---|---|
| Making Meetings Productive in a Hybrid Setting | 1.5 contact hrs. | $0 | 1/27/27 |
| Manage Well-Being for Yourself and Your Team | 1.5 contact hrs. | $0 | 3/10/27 |
| Navigating Leadership in a Hybrid World | 1.5 contact hrs. | $0 | 4/21/27 |
| Building Confidence as a New Manager | 1.5 contact hrs. | $0 | 5/12/27 |
| Applying New Skills and Finding Group Support | 1.5 contact hrs. | $0 | 7/13/27 |
| Fostering Innovation and Building Team Resilience | 1.5 contact hrs. | $0 | 7/13/27 |
| Trust as a Team Foundation | 1.5 contact hrs. | $0 | 10/13/27 |

# Leadership Challenge Capstone Project

## Why This Matters:

The Leadership Challenge Capstone is the culmination of your progress through the Manager Certification Program. It is an opportunity to bring together what you have learned throughout the program and demonstrate how you have applied that learning to a meaningful leadership challenge or opportunity in your workplace. It's a practical way to reflect on your growth, apply some of the tools and concepts covered in the program, and demonstrate the real-world impact of your development as a leader.

This capstone is designed to help you:

- **Consolidate learning:** Tie together insights from the program in a way that feels relevant to your work.
- **Reflect on progress:** Identify key moments of leadership growth and what they taught you.
- **Celebrate your impact:** Share the story of a real challenge you've faced and how you navigated it using your new skills.
- **Model leadership:** Inspire others on your team or across campus by showing what thoughtful, intentional management can look like.

## How to Complete It:

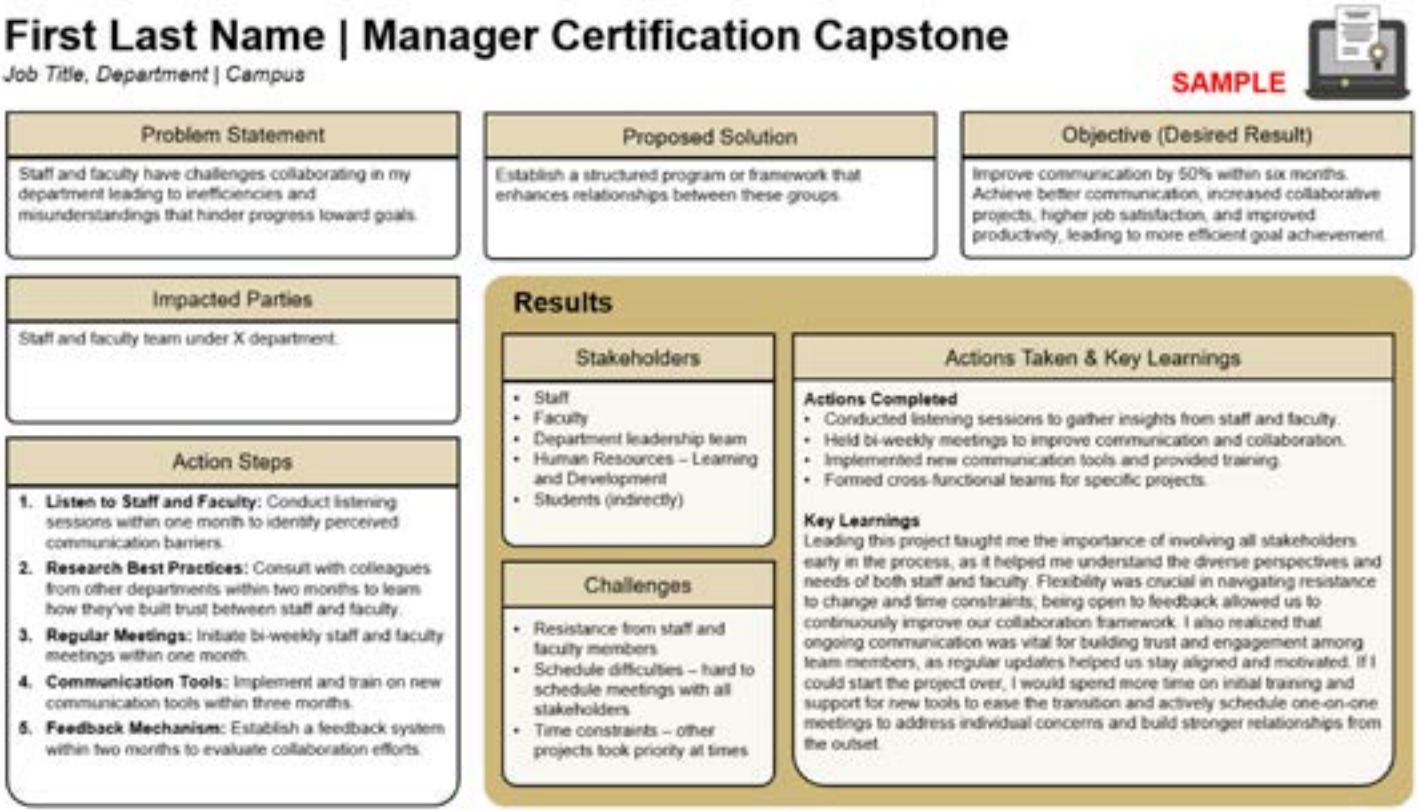
Your final deliverable is a PowerPoint slide deck using the Leadership Challenge Capstone Template provided. It includes the following:

1. **Challenge Overview:** Briefly describe a leadership challenge you experienced during or after the program. Think:
    1. What made it a challenge?
    2. Why did it matter to you or your team?
2. **Approach:** Explain how you addressed the challenge using tools or mindsets from the certification program. Consider:
    1. Communication techniques, coaching strategies, or team development models you used.
    2. Key decisions you made or behaviors you shifted.
3. **Results:** Describe the outcome. Highlight the difference your leadership made; big or small. This could be:
    1. Team feedback
    2. A shift in culture
    3. A change in process or performance

Tips for Success:

- Keep it concise and visual; this is a storytelling opportunity, not a full report.
- Focus on one challenge that lets your learning shine.
- Use the template as your guide. You can personalize it with your name, title, and department.
- While you are not required to formally present your capstone to your team or department, we highly encourage you to share it. This provides an opportunity to highlight your growth, share what you learned, and extend the impact of your experience beyond the program.

Check out the Self-Paced Manager Certification Program Tools for a link to the capstone template, which includes a sample capstone project.



**First Last Name | Manager Certification Capstone**

*Job Title, Department | Campus*

SAMPLE

**Problem Statement**

Staff and faculty have challenges collaborating in my department leading to inefficiencies and misunderstandings that hinder progress toward goals.

**Proposed Solution**

Establish a structured program or framework that enhances relationships between these groups.

**Objective (Desired Result)**

Improve communication by 50% within six months. Achieve better communication, increased collaborative projects, higher job satisfaction, and improved productivity, leading to more efficient goal achievement.

**Impacted Parties**

Staff and faculty team under X department.

**Action Steps**

1. **Listen to Staff and Faculty:** Conduct listening sessions within one month to identify perceived communication barriers.
2. **Research Best Practices:** Consult with colleagues from other departments within two months to learn how they've built trust between staff and faculty.
3. **Regular Meetings:** Initiate bi-weekly staff and faculty meetings within one month.
4. **Communication Tools:** Implement and train on new communication tools within three months.
5. **Feedback Mechanism:** Establish a feedback system within two months to evaluate collaboration efforts.

**Results**

**Stakeholders**

- Staff
- Faculty
- Department leadership team
- Human Resources – Learning and Development
- Students (indirectly)

**Challenges**

- Resistance from staff and faculty members
- Schedule difficulties – hard to schedule meetings with all stakeholders
- Time constraints – other projects took priority at times

**Actions Taken & Key Learnings**

**Actions Completed**

- Conducted listening sessions to gather insights from staff and faculty.
- Held bi-weekly meetings to improve communication and collaboration.
- Implemented new communication tools and provided training.
- Formed cross-functional teams for specific projects.

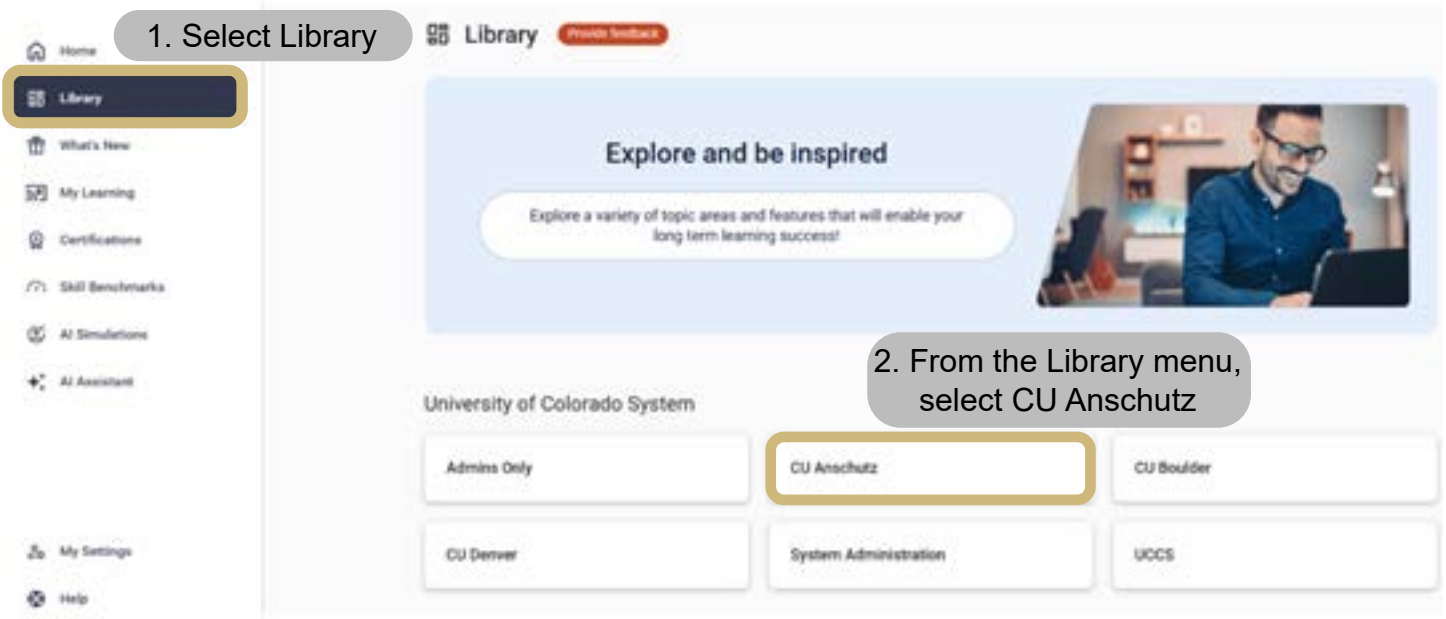
**Key Learnings**

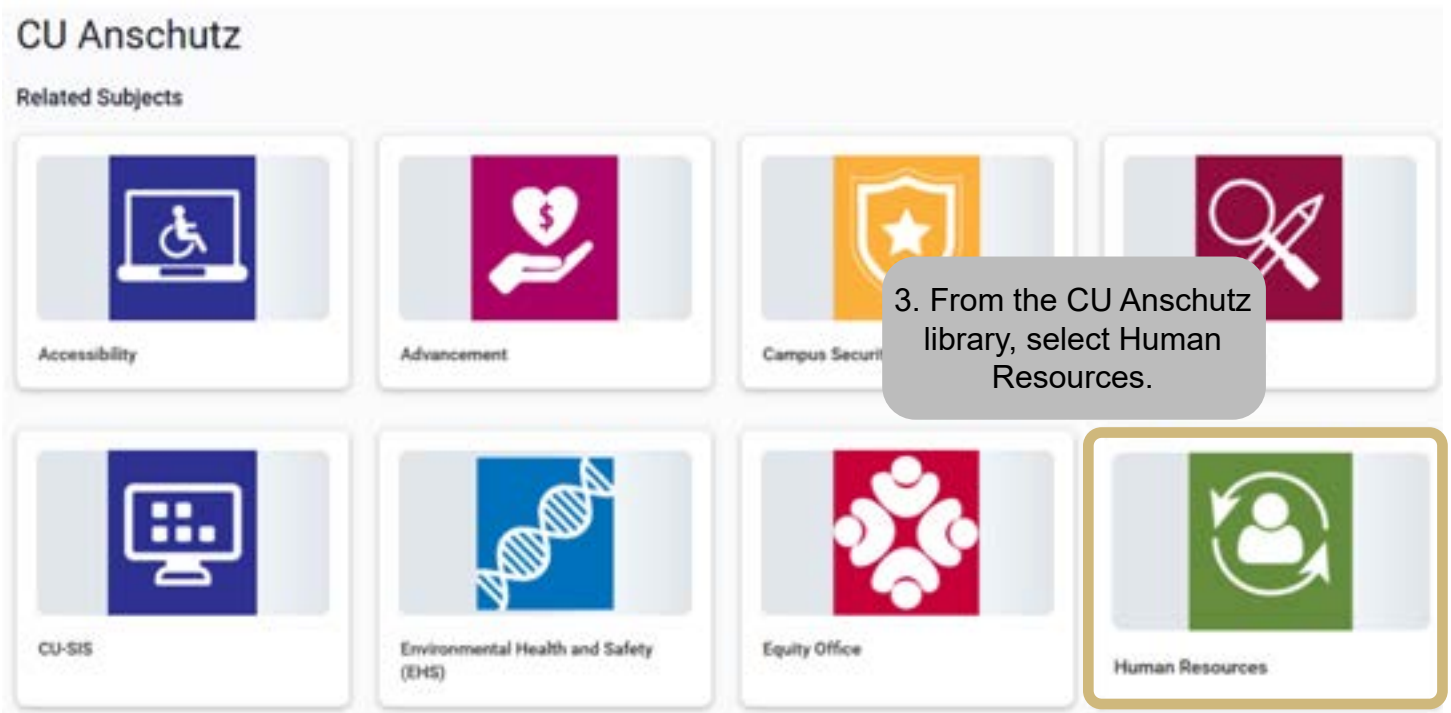
Leading this project taught me the importance of involving all stakeholders early in the process, as it helped me understand the diverse perspectives and needs of both staff and faculty. Flexibility was crucial in navigating resistance to change and time constraints, being open to feedback allowed us to continuously improve our collaboration framework. I also realized that ongoing communication was vital for building trust and engagement among team members, as regular updates helped us stay aligned and motivated. If I could start the project over, I would spend more time on initial training and support for new tools to ease the transition and actively schedule one-on-one meetings to address individual concerns and build stronger relationships from the outset.

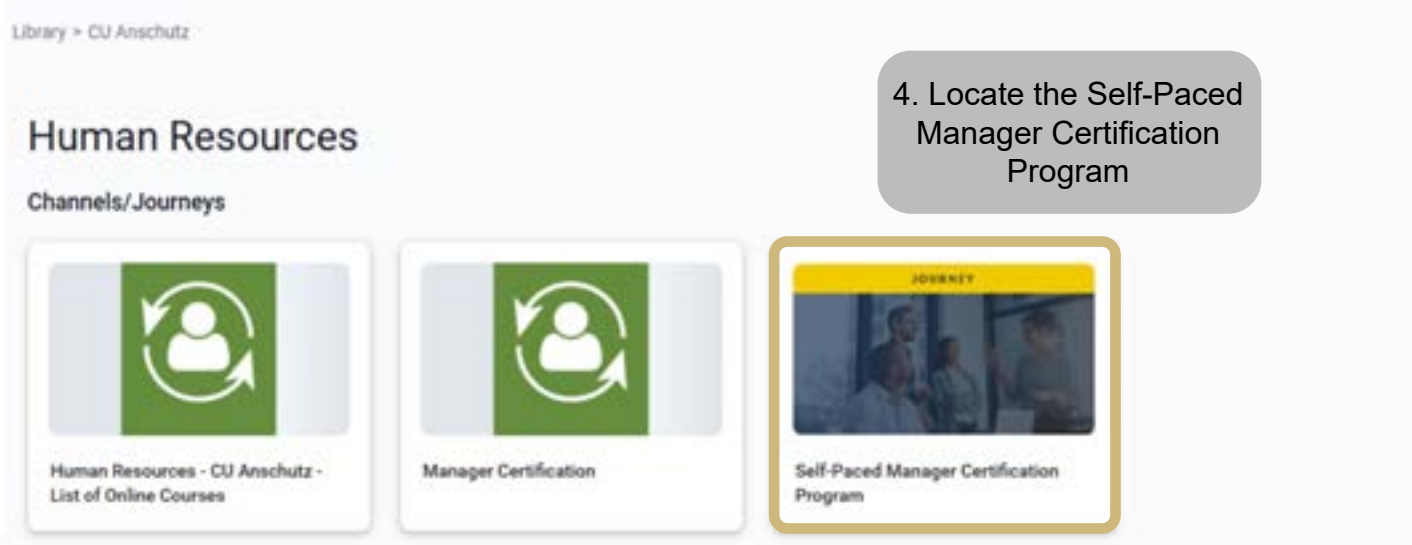
# Accessing the Learning Journey in Percipio

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

1. Library
2. CU Anschutz
3. Human Resources
4. Self-Paced Manager Certification Program

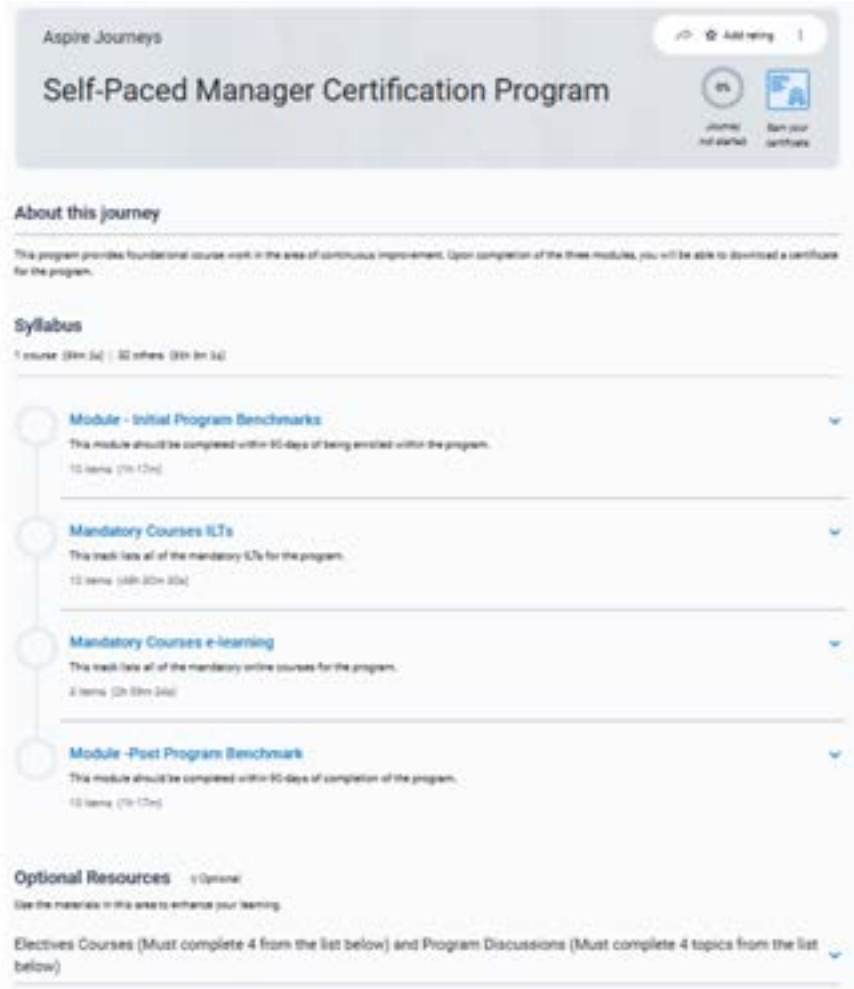




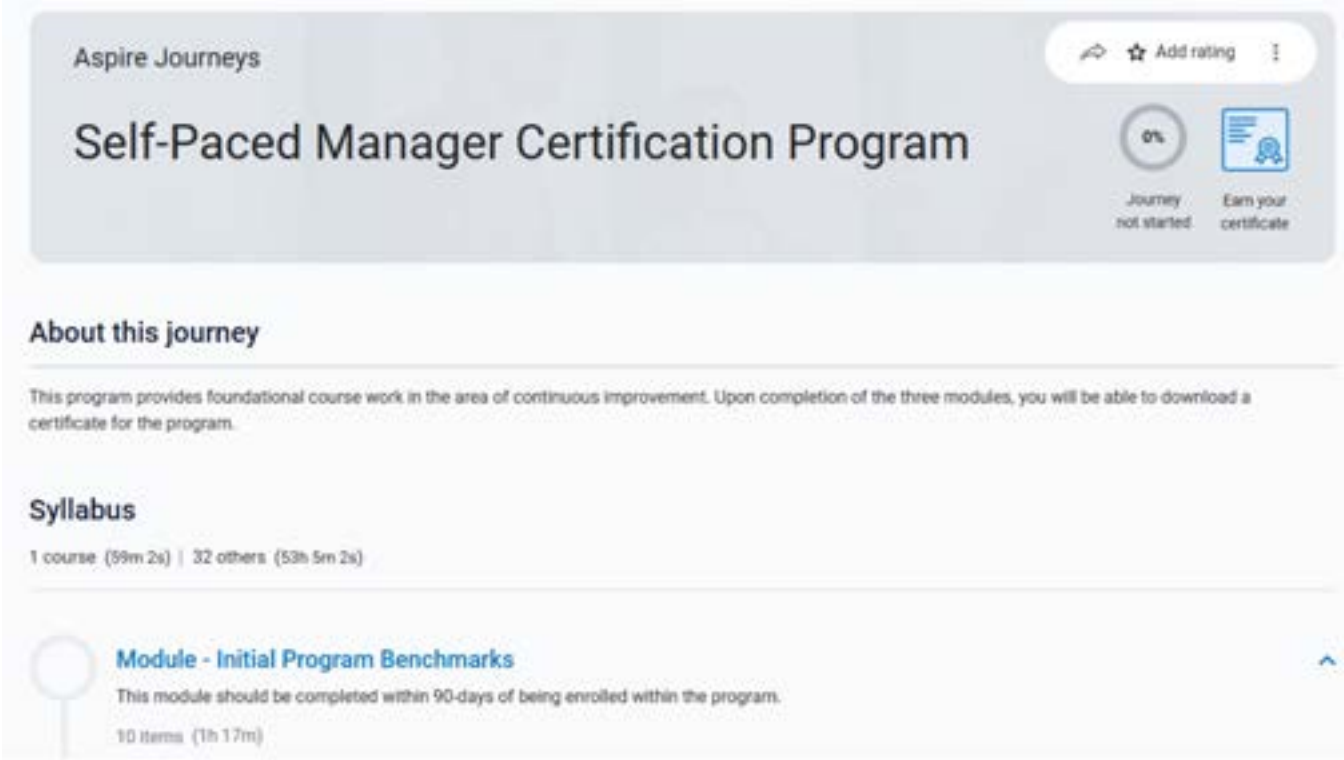

## Working within the Journey

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.



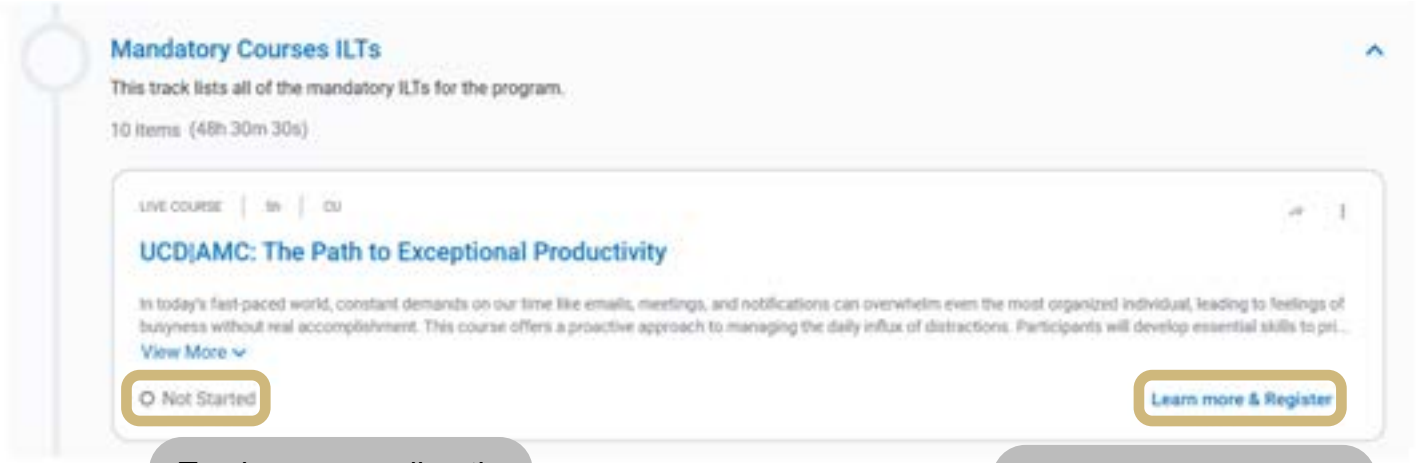
## Initial Program Benchmarks

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




## Mandatory Courses ILTs

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

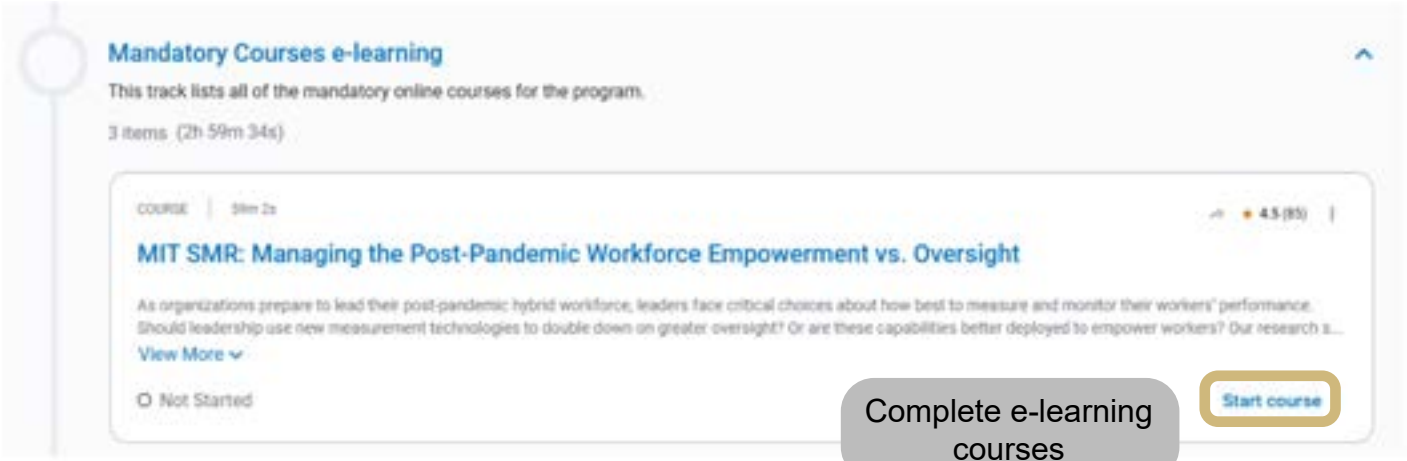



Track progress directly from the learning journey.

Register for courses.

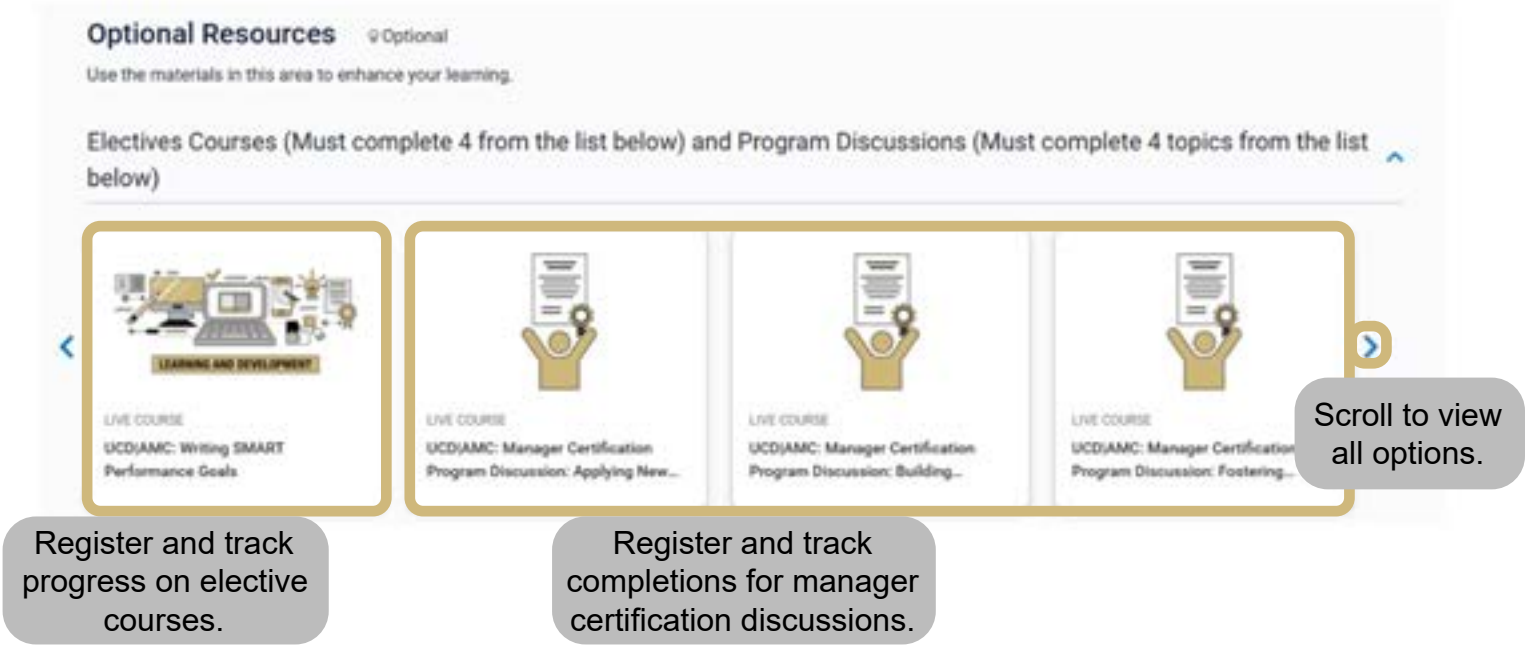
## Required E-Learning Courses

Complete all required e-learning courses listed in the journey.



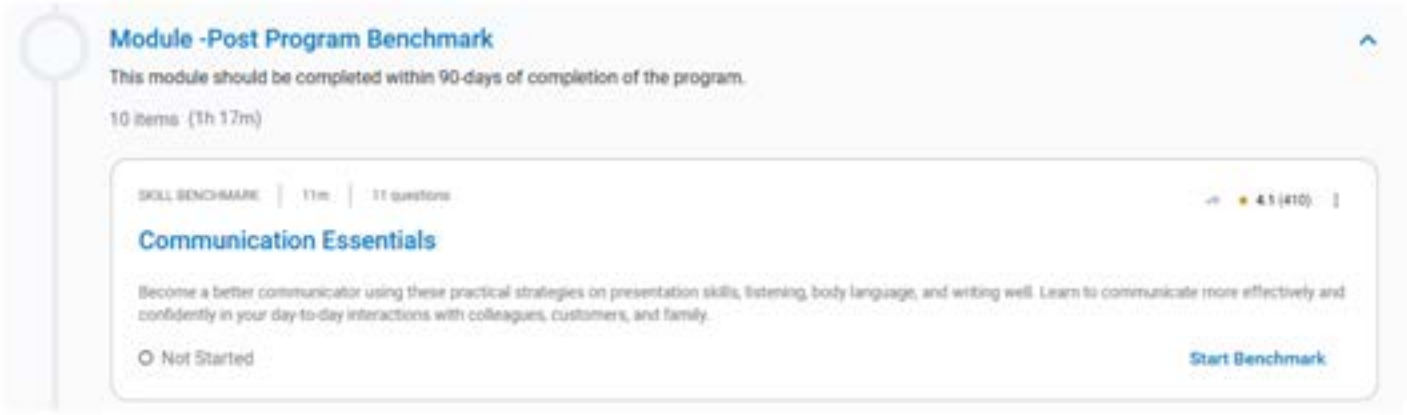

## Elective ILTs and Manager Certification Discussions

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.



## Post-Graduation Benchmarks

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



# 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.

## 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 one month of the date of completion of the program.