

Manager Certification

Self-Paced Tracker

Updated October 2026



Anschutz

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Program Strategy

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:

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. Please note that schedules are subject to change.

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

CU: Total Worker Health® Leadership 101	1 hr.	$0		
Embodied Leadership: Practices to Transform Yourself and Those You Lead	1.25 hrs.	$0		
Top 10 Rules for Highly Effective Leadership	30 min.	$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.*

***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.

Refer to the Program Guide to select your electives and provide all requested information for each chosen course. Available electives may change from year-to-year

Elective Courses	Duration	Cost	Planned Date	Completion Date

Manager Certification Program Discussions

Individuals must complete a minimum of four program discussions.

Discussion topics are selected and scheduled on a yearly basis. Refer to the Program Guide, which is updated yearly, to select your discussions and provide all requested information for each chosen topic.

Manager Certification Discussion Topics	Planned Date	Completion Date

Progress Tracker - Benchmarks

Individuals must complete pre and post program benchmarks.

Pre-Benchmarks should be completed within 90 days of starting the program. Post-Benchmarks should be completed within 90 days of completing the program.

Benchmarks	Planned Date	Completion Date
Pre-Program Benchmarks		
Post-Program Benchmarks	Due within 90 days of program completion	

Progress Tracker - Leadership Challenge Capstone

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

Capstone	Planned Date	Completion Date
Leadership Challenge Capstone		

Submission

Name:	
CU Email:	
Employee ID:	
Job Title:	
Department:	
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.

All completed dates must be entered into the tracker prior to submission. Please submit your completed and signed tracker along with your completed Leadership Challenge Capstone project 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 both your completed form and capstone project.