

# Certified Manager™ Preparation Training at **SOU**

## ... validating essential skills to lead and manage effectively



Dr. Dave Harris, CM

**WHO:** The Institute of Certified Professional Managers (ICPM), in partnership with Southern Oregon University, is offering Certified Manager (CM™) prep training to aspiring managers throughout southern Oregon. Dr. Dave Harris, Certified Manager™ and Dean of the SOU School of Business, serves as the instructor for this applied training. Along with a Master in Management and Juris Doctorate from Willamette University, Dr. Harris has senior level management experience in both the corporate and education sectors.

**WHAT:** Participants will develop and enhance the management, supervisory, and interpersonal skills that are critical to leadership in today's workplace through a comprehensive, 3-module, interactive training program. Participants have the option of (1) completing the CM training for college credit or (2) earning college credit and pursuing CM certification from ICPM.<sup>1</sup> Note: Certification may be sought at a later date, if students selecting option (1) decide that they would like to obtain certification. The series of courses will cover the following topics and prepare students to take the CM certification exams:

CM Prep I Foundations of Management	CM Prep II Planning + Organizing	CM Prep III Leading + Controlling
<ul style="list-style-type: none"> <li>• Management Fundamentals</li> <li>• The Management Environment</li> <li>• Ethical Behavior</li> <li>• Social Responsibility</li> <li>• Communication</li> <li>• Information Systems</li> <li>• Economics Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and Strategy</li> <li>• Operations Management</li> <li>• Project Management</li> <li>• Decision Making</li> <li>• Team Management</li> <li>• Organizational Structure</li> <li>• Human Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Principles</li> <li>• Empowerment and Delegation</li> <li>• Managing Change</li> <li>• Conflict and Culture</li> <li>• Operations Control</li> <li>• Quality Management</li> <li>• Financial Management</li> </ul>

**WHY:** CM certification is highly sought after in the workplace because:

- It enhances management and leadership skills, knowledge, and ethics.
- It develops managerial confidence and improves on-the-job performance.
- It establishes quality standards and validates a defined level of managerial expertise.
- It demonstrates a strong personal commitment to professional development.
- It offers a competitive edge for employee selection and advancement.

**WHEN:** All CM training modules will be offered in the evening at the Higher Education Center in Medford, with Module I offered Spring Term 2009. Module II will be presented Summer Term and Module III will be taught Fall Term 2009 (dates and times TBA). **MM 540 Certified Manager Prep I** (CRN 7124 – 1 credit) will be offered on Tuesdays: April 7 (7-8 pm), April 21 (6-10 pm), May 12 (6-10 pm), and May 26 (6-8 pm).

**HOW:** Spring Term registration begins February 15. If you are not currently enrolled, contact SOU Admissions for assistance at 552-6411.

**MATERIALS:** Required study manuals are available from ICPM by using the attached SOU Student Order Form. To sign up to take the three optional exams toward CM certification, visit [www.icpm.biz](http://www.icpm.biz) and complete the online certification exam application.<sup>1</sup>



**QUESTIONS?** Contact Kathy Mattson at 541-552-6484 or [mattsonk@sou.edu](mailto:mattsonk@sou.edu).

<sup>1</sup>Eligibility for the certification exam is based on a point system that considers both education and experience. To be eligible for CM certification, a candidate must have a combined total of 10 or more points. Visit [www.icpm.biz](http://www.icpm.biz) for more information.

## Certified Manager Program – SOU Order Form

	<b>Price Each*</b>	<b>Number Ordered</b>	<b>Total Cost</b>
<b>CM Study Guides</b> – Required Course Textbooks (shipping included)			
Management Skills I: Foundations of Management .....	\$92.00	_____	\$ _____
Management Skills II: Planning and Organizing .....	\$92.00	_____	\$ _____
Management Skills III: Leading and Controlling.....	\$92.00	_____	\$ _____
Complete Set: Order all three and save! (MS I, MS II, & MS III) .....	\$260.00	_____	\$ _____
<b>CM Certification Fees</b> – Optional			
CM Application (one-time, nonrefundable fee).....	\$60.00	_____	\$ _____
CM Exam: Management Skills I .....	\$80.00	_____	\$ _____
CM Exam: Management Skills II.....	\$80.00	_____	\$ _____
CM Exam: Management Skills III .....	\$80.00	_____	\$ _____
<b>Total Due</b>			<b>\$ _____</b>

**Payment Method** – Check the appropriate box

Charge to:      Visa                       Master Card

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3-Digit Security Code (as shown at right) \_\_\_\_\_

Amount to be Charged \$ \_\_\_\_\_

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**Shipping Address** – Street address only (UPS will not ship to P.O. boxes)

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Fax completed form to 540-801-8650 or email to [icpmcm@jmu.edu](mailto:icpmcm@jmu.edu).

Questions? Contact Melody Branner, Institute of Certified Professional Managers, at 800-568-4120.

\* Prices listed are for manuals only and reflect special rates for SOU students. Regular tuition and fees will be assessed by SOU upon enrollment in each preparation course. Textbook prices subject to change.