

OK Training Tribute



*OK Training Tribute Committee.
Hosted by the Office of Personnel Management Website*

Certified Public Management Program

The CPM Program was created in 1986 by the Office of Personnel Management. The Oklahoma CPM Program is a comprehensive training program designed to improve the quality of managers working in state government as well as to improve the services to the citizens of Oklahoma. 1995 legislation (**\$74-840-3.15**) made this program statutory.

Participants in the CPM Program become better resources for their agency and for the state through the information obtained through the courses taken, seminars, examinations, and job related projects, and the enhancement of management skills.

Lisa Fortier is the CPM Coordinator. The program has graduated over four hundred employees since its inception.

Program Requirements:

The employee must be nominated by their agency's Administrator. This nomination gives the employee the approval to participate in the program, allowing time away from work to attend classes, to take exams, and encourage the employee to work on job related projects.

The Oklahoma CPM Program is a three-level program consisting of 258 required hours and 42 elective hours:

Level 1: Basic supervisory skills - 80 classroom hours

Level 2: Middle-management skills - 77 classroom hours

Level 3: Advanced-management skills - 77 classroom hours

A CPM candidate is also required to complete four examinations, one for each level and one comprehensive exam. In addition, each candidate must complete three job-related projects in a timely manner, which provides an outstanding opportunity for candidates to work on ideas for efficiency in the workplace, problem-solving at work, and developing strategic work plans for the future. All projects are evaluated by graduate students from Oklahoma State University.

A CPM candidate is also required to attend Capstone, a 4-day Executive Development Seminar. This seminar is usually held at one of Oklahoma's resorts. During this time candidates will be divided into work groups. The groups

will attend seminars and be challenged with an opportunity to develop a project that will enhance a process, or develop a cost saving to the state of Oklahoma.

Cost--Oklahoma State Agencies:

The total cost of the program is \$1,400.00. The agency pays \$1,300.00 and the candidate pays \$100.00 (\$10.00 per exam and \$20.00 per project evaluation). Some agencies will also provide for the cost of the exams and projects.

OSCPM:

Upon graduation, Certified Public Managers can become a part of The Oklahoma Society of Certified Public Managers. This is a nationally recognized professional organization for state managers. It was founded in June 1989 by a group of the first graduates of Oklahoma's Certified Public Managers Program. The purpose of the organization is to improve the quality of Oklahoma government through management networking, education and emerging trends of operation in the public sector.

To learn more or to access an application please visit the CPM page on the OPM website.

12 Hours of Supervisory Training - What Qualifies?

All supervisors across state agencies are required to have at least 12 hours of supervisory training, with new supervisors requiring 24 hours the first year. Courses that qualify for supervisor training are typically related to being an effective manager, leader and supervisor.

Each agency has the discretion of deciding what training falls within the supervisory guidelines. Typically, HRDS

courses and OPM sponsored courses do qualify. Most agencies also accept other types of training such as conferences, classes and training taught by specific consultants. The ideal is that learning must be demonstrated.

So as budgets get smaller, and less classroom and conference opportunities become available, what are some agencies doing to ensure supervisory training is accomplished? Let's think in broader

strokes this year and share what works and what doesn't. Hopefully, we can discuss this further at our next training coordinators meeting. Until then, consider training such as:

- group book reviews with facilitated question and feedback,
- video reviews with written reports,
- research topics regarding supervisory ideas presented at management meetings by managers,

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Our mission is to distribute the most current and pertinent training news and to collect information regarding unfulfilled needs for training. We hope to be a source of information for training managers and supervisors throughout Oklahoma.

Training Continued

- projects gathering internal data about what supervisory theories work when put into practice within our agencies, and
- Mini internships or cross-training with other managers of similar workgroups either within the agency or at a fellow state agency.

Training is typically considered one

hour of credit for one hour of course work, but special training projects should be evaluated by Appointing Authorities and Training Coordinators to determine if hourly work constitutes one hour of credit. All training records should be kept up to date by each agency and data will be requested by OPM annually.

As Training Coordinators, we should become creative while encouraging supervisors to expand their knowledge base about leadership and management practices. After all, agencies are requiring so much more with less from our supervisors that development is critical during these lean times.

OkAPP Conference 2010 “Deal or No Deal”

The conference dates are April 15th & 16th!

&

Worth 14 CEU for Certified Purchasing Officers!

2010 Instructors:

Judith Meisel, Region X Representative
Barb Johnson, State of Ohio, Columbus Airport Authority
Darin Muci, State of Kansas, Wichita Public Schools
Steve Hagar, Deputy Director
Jan Hall, High Technology Contracting Officer
Moderator: Steve Hagar

Register online at: OkAPP.org

Space is limited; only 320 seats available

\$ 475.00 OkAPP Member

\$ 575.00 Nonmember

For Registration Information contact:

Lois Ray - Lois.Ray@osbi.ok.gov

Michele Stafford - Michele.Stafford@okhca.org

Notice of change: State of Oklahoma Certified Procurement Officer training requirements

The Department of Central Services Central Purchasing Division is currently reviewing the CPO Training program in its entirety. The goal is to implement training sessions that will effectively meet the needs of our customers. Lee Johnson, in Central Purchasing, has been assigned to lead this effort.

A limited number of NIGP training sessions will be available during the review of the CPO Training program. Please note that prerequisites or experience is required for some of the NIGP sessions. The NIGP seminar schedule will be available mid to late April 2010.

Retroactive to January 1st, 2010 the number of CEU hours will be reduced from 18 hours per year to 24 hours every 2

years. The educational courses offering CEU credit for CPO renewal will be limited to courses that offer procurement specific content. The reduction in hours and extension of the certification period will allow savings and an extended planning horizon for CPO's. The desired end result is effective procurement training that is cost effective and efficient. Non procurement related HRDS training classes that were formerly approved for CEUs will no longer qualify for CPO continuing education credit. Only sessions or activities directly related to procurement will be approved and must be approved prior to attendance. Lee Johnson is the contact person for CEU requests. Requests for approval of continuing education credits may be faxed to the

attention of Lee Johnson at (405-522-4865) or e-mailed to (Lee_Johnson@dcs.state.ok.us).

The Central Purchasing group is in the process of developing a self-service database to enable CPO's to self track CEU's during the certification period. Our goal is to provide CPO's and training administrators with a tool to make progress tracking more efficient.

OkAPP is conducting the bi-annual conference April 15-16, 2010 in Oklahoma City at the Marriott on Northwest Expressway. The conference has been approved for 14CEUs for registered attendees. For more information see the OkAPP web site. (www.okapp.org)