



Human Resources

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Learning and Development

Program Tracker

Manager Certification Program

*“Education is the kindling of a flame,
not the filling of a vessel”*

~Socrates



Welcome!

The Learning and Development team is excited to offer a self-paced, customizable **Manager Certification Program** includes a core curriculum and a set of elective courses. Leading others requires individuals to acquire and grow a new set of skills and abilities. The courses in this program have been chosen to provide leads, supervisors, managers, and individuals looking to move into one of these roles with foundational tools to help them be successful. Developing as a leader goes beyond attending formal courses. Research shows that leadership potential is developed three distinct ways: 1) on-the-job (OJT) work experience, 2) coaching/mentoring from the person's supervisor and/or other key individuals, and 3) formal classroom/virtual training.



A good manager must be able to handle a variety of situations. The courses in this program range in competencies and topics that will help a manager navigate these situations. The courses can be taken in any order and as time permits and approved by the individual's manager/supervisor. These courses are offered on a variety of platforms from attending instructor led courses to on-line such as SkillSoft, Zoom and Canvas. You will use this guide to track your progress.

As with any new program, we will review feedback and determine if modifications should be made to the program. I look forward to helping you throughout your journey in this program. If you have any questions please feel free to reach out to me.

Thank you,

Debbie Lammers

Director, Learning and Development



Instructions

We have designed this guide so you can populate dates for when you plan to attend which courses and update when you've completed the courses. This will help you self-monitor what still needs to be done to qualify for the certification. Once you have completed all the requirements, and have filled in all the completed dates, you and your supervisor will sign the last page and email this entire document to HR.TRAININGREGISTRATION@UCDENVER.EDU. Our team will then verify completion, issue your certificate, and update HCM showing you've completed the Manager Certification Program.

FAQs

Q: Is supervisor approval required for the program?

A: Yes. Individuals can express interest in the program by completing the employee interest information on the C-Vent site; however, they must have the approval of their supervisor to participate in the program. Once the request is received, the Learning and Development Team will confirm approval with the applicant's supervisor.

Q: After completing the program, will I be eligible for a raise or promotion to manager?

A: This certification program does not guarantee raises or promotion to a supervisor/manager position. It is intended to help individuals gain/enhance skills and competencies to be successful in their current role and future roles that may become available. Please talk with your supervisor/manager concerning raise and promotion opportunities.

Q: If I have already taken any of the courses listed prior to registering for the program, can I show them as complete?

A: Yes. Previous attendance in any of the courses that have not had significant changes (i.e., Crucial Conversations, Crucial Accountability) can count towards completion of the program.

Q: If the class was conducted by my department, can I include as a completed course?

A: Yes. If your department hosted the course, please mark the completion date and then mention that in the notes section on page 7. If we have any questions, we will contact you regarding the course.

Q: How long will it take me to complete the program?

A: As this is a self-paced course, it will primarily depend on your availability to complete the requirements. Typically, this type of program could take approximately two to three years to complete. Remember this is a process that is more than just attending courses. You will work with your manager to create opportunities for practicing skills learned in class, coaching/mentoring, and other on the job tasks.

Q: What if the class(es) I need to attend are full with a waitlist?

A: Individuals enrolled in the certification program will receive priority consideration for enrollment in classes. If you are attempting to enroll in a class and it is full, please send an email to HR.TrainingRegistration@ucdenver.edu and we will assist in your enrollment.



Progress Tracker

Core Curriculum – Instructor Led Training

These courses are scheduled on a regular basis and subject to availability.

To view course schedule and information on how to register, visit our website at <https://www1.ucdenver.edu/offices/human-resources/learning-development>.

You can also click the registration links below for information about the individual course.

Course	Registration Link	Duration	Cost	Planned Date	Date Completed
5 Choices of Extraordinary Productivity	Register for 5 Choices of Extraordinary Productivity	6 contact hrs.	None		
6 Critical Practices for Leading Teams	Register for 6 Critical Practices for Leading Teams	7 contact hrs.	None		
Communicating as a Leader	Register for Communicating as a Leader	2 contact hrs.	None		
Crucial Conversations	Register for Crucial Conversations	16 contact hrs.	Online \$226 In Person \$290		
Establishing Relationship Trust	Register for Establishing Relationship Trust	2 contact hrs.	None		
Establishing Self Trust	Register for Establishing Self-Trust	2 contact hrs.	None		
Extend DISC	Register for Extended DISC	3.5 contact hrs.	None		
Fundamentals of Continuous Improvement Methodology and Culture	Register for Fundamentals of CI	2 contact hrs.	None		



Core Curriculum – Manager Toolkit Series

The Managers Toolkit series is completed through Canvas. You will gain access to the Canvas course on the date your manager selected during the nomination process.

Manager Toolkit series **Link to Canvas** <https://passport.ucdenver.edu/servicelist.php>

Course	Duration	Cost	Planned Date	Date Completed
Conflict Resolution / TKI Instrument	Self-Paced	None		
Emotional Intelligence	Self-Paced	None		
Goal and Discussion Planning	Self-Paced	None		
Managing Virtual Teams	Self-Paced	None		
Virtual Meetings	Self-Paced	None		

Core Curriculum – 4 Group Discussions

See Welcome Letter for links to register for the Group Discussions.

Core Curriculum	Duration	Cost	Planned Date	Date Completed
Group Discussion (1 of 4)	1.5 hours	None		
Group Discussion (2 of 4)	1.5 hours	None		
Group Discussion (3 of 4)	1.5 hours	None		
Group Discussion (4 of 4)	1.5 hours	None		



Electives

Individuals must complete a **minimum of three** of the courses in this category.

Course	Registration Link	Duration	Cost	Planned Date	Date Completed
4 Disciplines of Execution	Register for 4 Disciplines	4 contact hrs.	None		
Continuous Improvement: Understanding Current State	Register for CI Understanding Current State	2 contact hrs.	None		
Crucial Accountability	Register for Crucial Accountability	16 contact hrs.	Online \$226 In Person \$290		
DISC – Leadership Style	Register for DISC - Leadership Styles.	3 contact hrs.	None		
DISC – Successful Interactions	Register for Successful Interactions	2 contact hrs.	None		
Introduction to Continuous Improvement Tools for Application	Register for Intro to CI Tools	2 contact hrs.	None		
Lead with Your Strengths	Register for Lead with Your Strengths	3 contact hrs.	\$39.99		
Meeting Advantage	Register for Meeting Advantage	7 contact hrs.	None		
Performance Management	Register for Performance Management	3 contact hrs.	None		
Performance Management <i>(Skillsoft Course)</i>	Click here to take the course	1 contact hr.	None		
Presentation Advantage	Register for Presentation Advantage	7 contact hrs.	None		
Project Management Essentials	Register for Project Management Essentials	4 to 7 contact hrs.	Online \$0 In Person \$170		
Understanding and Applying State Classified Rules <i>(Skillsoft Course)</i>	Click here to take the course	2 contact hrs.	None		



Writing SMART Goals	Register for Writing SMART Performance Goals	3 contact hrs.	None		
Writing SMART Goals <i>(Skillsoft Course)</i>	Click here to take the course	2 contact hrs.	None		

Development Plan/Coaching Meetings

It is recommended that participants and supervisors jointly complete at least 1 Manager Certification Program Development Plan. Template available on [Manager Certification Program Webpage](#)

Development Plan	Date Completed
Development Plan – Start of Program	
Development Plan – After 1 year in Program	
Development Plan – After 2 years in Program	

Level 2 and Level 3 Knowledge Check Evaluations

We request that participants complete three rounds of knowledge checks. Requests, instructions, and reminders for these evaluations will be sent by email from Debbie Lammers via Smartsheet.

Knowledge Check Evaluations	Duration	Who	Date Completed
Start of Program – Level 2 Evaluation	15 – 30 minutes	Participant	
End of Program – Level 2 Evaluation	15 – 30 minutes	Participant	Sent once tracker submitted
Level 3 – Employee	45 minutes	Participant	Sent couple months after graduation from program
Level 3 – Supervisor	45 minutes	Supervisor	Sent couple months after graduation from program



Notes

Please include any custom or department training details here

Submission

Your Name:

Your UCD Email:

Your Title:

Your Employee ID:

Your Department:

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 three electives on the dates recorded in the Completed Date column of the tracker.

Please email this completed document to your Supervisor to sign.

Supervisor's signature confirming the submission of the progress tracker to Learning and Development, Human Resources.

Must have all completed dates entered. Either the supervisor or the participant can submit to L&D by emailing this tracker to HR.TrainingRegistration@ucdenver.edu. L&D will confirm the completion and issue a Certificate of Completion within a month of receiving the form.