

2018 Management Certificate Program

Learn to lead your programs toward excellence! Salt Lake County's Management Certificate Program is designed to give you the leadership skills needed to plan, execute and evaluate projects and programs. If you are an employee who manages a program or other supervisors, this program is a great professional development opportunity.



Program Requirements

Ten Core Courses

Management Essentials Series (required)

- County Government 101
- Building the County Workforce
- Maximizing Individual Performance
- Workplace Expectations & Accountability
- Employee Relations

Management Skills (choose five)

- Conducting Program Evaluations
- Effective Presentations
- How to Write a Business Case Part 1 & 2
- Introduction to the County Budget Process
- Overview of County Program Budgets

Process Improvement Part 1 & 2

Project Management

Public Speaking

Strategic Planning

Succession Planning

Technical Writing

Writing for the Workplace

Your Choice - 12 Hours of Electives

These can be a combination of web-based and instructor led trainings and must be relevant to managing projects, programs and people.

Management Action Plan

Management Essentials Assessment

Apply Now

Submit an application with your Supervisor's signature to your Employees' University by January 12, 2018. You will be notified of your admission status by January 26, 2018.

If accepted you will need to attend a mandatory 1.5 hour Orientation, February 8, 2018 starting at 10:30 a.m.

Contact Mary Van Buren at 385-468-0578 or by email mvanburen@slco.org for more information.