

2018 Management Certificate Program

Applicant Name _____

Employee ID _____

Department or Elected Office _____

Division _____

Email Address _____

Work Phone _____

In a brief paragraph, please explain why you would like to be considered for the Management Certificate Program.

Commitment

The Management Certificate Program consists of ten core classes and three elective classes for a total of 52+ hours of classroom instruction. All core classes will be offered at least once in 2018. In addition to coursework, employees are expected to complete a Management Essentials Assessment and a Management Action Plan. The assessment is a short “open book” test administered through Saba. Participants and their supervisor will work together on an Action Plan that defines goals based on what you learned in your selected core courses.

It is recommended that the Management Certificate Program be completed in one year. If necessary, a one-year continuance may be issued.

Signature and Endorsement

Applications with supervisory endorsement are due to Employees' University by January 12, 2018.

I understand the commitment involved and wish to be enrolled in the 2018 Management Certificate Program.

Applicant Signature _____ Date _____

I understand the commitment involved and I am willing to support and encourage this individual's participation in the program.

Supervisor's Email _____ Date _____

Supervisor's Signature _____ Date _____

Admission decisions will be made by Department Director/Elected Official or their designee.

Elected Officials or Department

Director's Signature _____ Date _____

Applicants - Please send the completed application to Mary Van Buren at MVanBuren@slco.org or send it through the courier to HR, Employees' University, N4-700 by January 12, 2018. Successful applicants will be notified by January 26, 2018 as to the status of their application.

Mandatory 1.5-hour Management Certificate Program Orientation on February 8, 2018 starting 10:30 am in the Employees' University training room, N4-850.