

## 2017 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 eleven core classes and two elective classes for a total of 52+ hours of classroom instruction. All core classes will be offered at least once in 2017. In addition to coursework, employees will participate in a leadership project in which they will use skills learned in classes and apply them to real workplace issues. Participants are expected to work with their supervisor to develop a suitable project and to adhere to deadlines for project proposals and final reports. Project ideas can be found in the certificate programs sections of the Employees' University website.

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 4, 2017.**

I understand the commitment involved and wish to be enrolled in the 2017 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 \_\_\_\_\_

**Elected Officials and Department Directors** - Please send the completed application to Mary Van Buren at [MVanBuren@slco.org](mailto:MVanBuren@slco.org) or send it through the courier to HR, Employees' University, N4-700 by January 20, 2017. Successful applicants will be notified by January 25, 2017 as to the status of their application.

Mandatory 1.5-hour Management Certificate Program Orientation on February 2, 2017 starting 10:30 am or 3:00 pm in the Employees' University training room, N4-850.