

# 2017 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

### Thirteen Courses

#### **Management Essentials Series** (required)

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

#### **Management Skills** (choose six)

- Project Management
- Process Improvement Part 1
- Process Improvement Part 2
- Conducting Program Evaluations
- Introduction to the County Budget Process

- Overview of County Program Budgets
- Public Speaking
- Meeting Facilitation
- How to Write a Business Case
- Succession Planning
- Change Management
- Strategic Planning

#### **Electives** (choose 2)

Electives must be at least 4 hours long and relevant to your role as a supervisor/leader. Courses can be chosen from the list above or by going to the EU calendar.

#### **Management Project**

### Apply Now

Submit an application with your Supervisor's signature to your Employees' University by January 4, 2017. You will be notified of your admission status by January 25, 2017.

*If accepted you will need to attend a mandatory 1.5 hour Orientation, February 2, 2017 starting at 10:30 a.m. or 3:00 pm*

Contact Mary Van Buren at **385-468-0578** or by email [mvanburen@slco.org](mailto:mvanburen@slco.org) for more information.