

NM Certified Public Supervisor Requirements Checklist

<p>The NM EDGE (Education Designed to Generate Excellence in the public sector) A Program of NM Cooperative Extension Service “NM Certified Public Supervisor” Curriculum Checklist Successful completion of the following classes, including the CPS Assessment, is required to earn a NM Certified Public Supervisor designation (NM CPS). Feb. 1, 2012 For further information contact nmedge@nmsu.edu or go to http://nmedge.nmsu.edu</p>	
Classes Each class is comprised of three hours of classroom instruction.	Check Box
Track I Knowing Your Government	All 4 Classes Required
CPM 111- Knowing the Government (CPO)	
CPM 112-Answering the Call to Public Service	
CPM 113- Knowing the Law I	
CPM 114-Public Policy Making Process	
Track II Management and Leadership	All 8 Classes Required
CPM 121- Ethics & Professionalism	
CPM 122- Congratulations You’re a Leader (CPO)	
CPM 221- Leading Others	
CPM 123- Managing Organizational Change	
CPM 125- Developing a Professional Workplace	
CPM 124- Federal Grants & Private Foundations I Take 124/224 the same day.	
CPM 224- Federal Grants & Private Foundations II Take 124/224 the same day.	
CPM 222- Project Management	
Track III Human Resources	All 6 Classes Required
CPM 131- General Human Resources Law (CPO)	
CPM 132- Eliminating Discrimination in the Workplace	
CPM 133- Creating a Safe & Productive Workplace	
CPM 137- Discipline & Termination	
CPM 139- Creating an Ethical Culture	
CPM 236- Successful Supervision	
Track IV Budgeting & Public Finance	All 5 Classes Required
CPM 141- Public Finance	
CPM 241- Budgeting I Take 241/242 the same day.	
CPM 242- Budgeting II (prerequisite CPM 241) Take 241/242 the same day.	
CPM 142- Ethics & Managing Public Funds	
CPM 144- Risk Management (CPO)	
Track V Communications	All 4 Classes Required
CPM 151- Foundations of Communications (CPO)	
CPM 154- Effective Meeting by Design (CPO)	
CPM 156- Improving Writing Skills (CPO)	
CPM 157- Creating a Service-oriented Culture	
Track VI Information Technology	Both Classes Required
CPM 161- Making the Most of the Web	
CPM 261- Current Issues in Information Technology	
Conflict Resolution	Select One Class
Take one of these two: CPM 138 Conflict Resolution Among Employees (CPO) Or CPM 152- Basic of Conflict Resolution (CPM)	
CPS Culminating Assessment	Both Classes Required
CPM 001- CPS Assessment Part I (Pre-req.= all classes listed above)	
CPM 002- CPS Assessment Part II (Pre-req. CPM 001): Take both the same day.	