GENERAL INFORMATION

Location and time: Most classes take place at the Pyle Center, 702 Langdon St., Madison. Full-day classes run from 9:30 a.m. to 3:30 p.m., with a 45-minute break for lunch. Half-day classes run from 8:30–11:30 a.m. or 12:30–3:30 p.m. Check your email one week before the class date for location and parking information, and if applicable, an assignment to complete before class begins.

For more information: Visit continuingstudies.wisc.edu/certified-public-manager-program for class details. If you have questions, contact Sunshine Jansen at 608-262-4354 or sunshine.jansen@wisc.edu.

Fees: Full-day classes are $225 each for government/nonprofits ($325 standard fee). Half-day classes are $125 for government/nonprofits ($225 standard). Two-day classes are $375 for government/nonprofits ($525 standard). Fees include instruction, light refreshments, lunch, and a nonrefundable $25 administrative charge. Participants are responsible for transportation and parking.

Approved hours and continuing education credits: Each class earns you 6 continuing education hours. For information on continuing education credit for social workers, counselors, psychologists, marriage and family therapists, substance abuse counselors, education, and other types of professionals, see continuingstudies.wisc.edu/cce-approved-hours.

Wisconsin Certified Public Manager® Program: The classes listed may be used toward the requirements of the Wisconsin Certified Public Manager® (CPM) Program. CPM is a nationally accredited management development program that prepares participants for the challenges and unique demands of the public management profession. It is designed specifically for local, state, and federal managers, as well as elected officials and those working in nonprofit organizations. Most CPM classes are also appropriate for private-sector managers.

Fees:
- $375 for government/nonprofits ($525 standard)
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Cancellation policy: You will receive a full refund minus the administrative fee if you cancel three or more business days before the start of class. If you cancel fewer than three business days before the start of class or do not participate, you are responsible for the entire fee. You may send a substitute if you are unable to attend a class. In the event of bad weather or other emergencies, call 608-262-4352 to learn whether a class has been canceled. Emergency cancellation notices are also posted at continuingstudies.wisc.edu.
I now know the difference between urgent versus important in time management and how to prioritize effectively.

Great resources for finding foundations and samples of successful grants.

Learn the craft of stating clear objectives, PRIORITIES, AND INTERRUPTIONS

THU, MAR 12

MANAGING TIME, MULTIPLE PRIORITIES, AND INTERRUPTIONS

Learn to identify behaviors and create strategies that help you manage multiple priorities and handle interruptions, so you can be more effective at getting things done. Russell focuses on leadership development, teaching problem-solving and decision-making, understanding team dynamics, and performance management.

A CPM Resource Management class

Instructor: Jeff Russell (MS, UW-Madison)

THU, MAR 12

PRESENTING YOURSELF TO ONE OR MANY PEOPLE: INFLUENCE

Understand the key role that interpersonal communication plays in managerial success and develop the knowledge and skills necessary to convey influence in individual and group settings.

A CPM Resource Management class

Instructor: Kyle Henderson (M.S., UW-Whitewater)

A CPM Supervisory Core class

WED, APR 8

THU, APR 9

THU, APR 9

MANAGEMENT ASSESSMENT FOR PERSONAL PLANNING AND DEVELOPMENT

Self-awareness is the cornerstone of outstanding management. Using a series of self-assessments, learn how your style and interpersonal skills can make you a more effective manager and with agency goals. Discover strategies to influence your strengths and weaknesses. Gain essential tools to expand your understanding of yourself and identify excellence in management.

THU, APR 9

FUNDAMENTALS OF EXECUTIVE WRITING: EFFECTIVE WORDPLACE COMMUNICATION

This workshop will help you master the writing skills necessary to communicate effectively with your colleagues, clients, and other stakeholders. You will develop a better understanding of workplace communication, develop your document structure, grammar, and style to present your messages clearly and respectfully, and explore the most common readability challenges and tips for avoiding them. And they will practice applying the techniques to your own work situations.

Instructor: Kyle Henderson

Instructor: Avrie Schott (MA, UW–La Crosse)

Instructor: Jeff Russell

WED, MAY 20

THU, MAY 21

MANAGING IN PERMANENT WHITETRACK

As a manager, you work in a time of permanent whitewater. You face the challenges of continuous change and need to effectively lead projects. Whether you’re leading your first project, struggling to get through all the projects on your agenda, or preparing for the next cycle, you will benefit from this class.

Instructor: Sagar Awate (BA, EMU, University of Wisconsin–Milwaukee)

Instructor: Jeff Russell

Instructor: Kyle Henderson

Instructor: Sagar Awate

Instructor: Kyle Henderson

Instructor: Jeff Russell