



COMBINED CSM/CPM ELECTIVES LISTING

During Levels I - III of the CPM Program you are required to take thirty (30) contact hours of management related electives. These may come from a variety of sources other than SPB-Office of Training including universities, colleges, professional organizations, national companies and the State Personnel Board. During Levels IV- VI of the CPM Program you are required to take fifty-eight (58) contact hours of management related electives. The following is a list of **SPB electives** that a participant can select to fulfill their required electives.

Course Name	Elective Hours	Approved Instructor(s)
ABCs and 123s of Public Purchasing in MS	3.0	Milo Crabtree
Advanced Cultural Diversity	6.0	David Hayes
Advanced Presentation Skills	6.0	Kevin Russell
Advanced Writing	6.0	Renee' Scales, Ronna Owens
Applying the Myers-Briggs Type Indicator	6.0	Marianne Gaudin
Basic Supervisory Course	30.0	SPB Staff Instructors
Basics of Property Management in MS	3.0	Thresa Hearn
Behavioral Interviewing	6.0	Dr. Ann Homer Cook
Birds of a Feather	6.0	David Hayes
Building Blocks of Supervision	6.0	Marianne Gaudin
Coaching and Feedback	6.0	Becky Cade
Coaching and Feedback: The Keys to Improving Performance	6.0	Amy Whitten
Communicating with Employees	6.0	Linda Ross Aldy
Complaints/Compliments	6.0	Linda Ross Aldy
Components of a Successful Personal and Professional Life	6.0	Dr. Ann Homer Cook
Crazy Busy: Coping Strategies	6.0	Dr. Ann Homer Cook
Crisis! When Traditional Communications...	6.0	Linda Ross Aldy
Cultural Intelligence	6.0	Jan Walker
Customer Relations	6.0	Becky Cade
Customer Service	6.0	Linda Ross Aldy
Decisions, Decisions	6.0	Marianne Gaudin
Designing & Developing Grant Proposals	6.0	Becky Cade
Developing Emotional Competencies	6.0	David Hayes
Developing Trust in Your Employees/Co-workers	6.0	Lynda Hunsicker
Effective and Legal Interviewing Skills	6.0	Amy Whitten, Dr. Marilyn Beach
Effective Collaboration	3.0	Dr. Marilyn Beach
Emotional Intelligence	6.0	Dr. Ann Homer Cook, Dr. Marilyn Beach
Ethics 4 Everyone	3.0	Becky Baum Tilton

Course Name	Elective Hours	Approved Instructor(s)
Etiquette in Business	6.0	Linda Ross Aldy
Facilitation: Its Art and Function	6.0	Dr. Pamela Baker
Facilitation Skills: Make the Most of Team Meetings & Work Groups	6.0	Lynda Hunsicker
Finding Out What Your Customers Want	3.0	Lynda Hunsicker
Focus: Achieving Your Highest Priorities	6.0	Marianne Gaudin
Fundamentals of Project Management	6.0	Teresa L. Karnes
Gender in the Workplace	6.0	David Hayes
Generations at Work	3.0	Becky Baum Tilton
Grown-up Grammar	6.0	Martha Hays
How to Conduct a Workplace Investigation	6.0	Deanne Mosley
How to Confront Without Killing or Dying – A Step By Step Process of Dealing with Conflict for the Non-Confrontational Manager	6.0	Dr. Ann Homer Cook
How to Look for Employees Who Play Well Together	6.0	Dr. Ann Homer Cook
Individual Employee Development Planning	3.0	Jan Walker, Ronna Owens. Lesly Lloyd
Intergenerational Workplace	6.0	David Hayes
Introduction to RFP's (Request for Proposals)	3.0	Milo Crabtree
Key Role of Leadership	6.0	Becky Baum Tilton
Leadership Strategies for the Public Sector	6.0	David Hayes
Legal Application Practices: Here Comes the Judge	6.0	Boty McDonald
Leveraging Conflict	6.0	Chuck Sampson
Making Diversity Work	6.0	David Hayes
Management of Multiple Priorities for Yourself and Those Who Support You	6.0	Becky Baum Tilton
Managerial Courage	6.0	Linda Ross Aldy, Dr. Ann Homer Cook
Managing in Tough Times	6.0	Dr. Ann Homer Cook
Managing Interpersonal Conflict	6.0	David Hayes
Managing Managerial Stress	3.0	Becky Baum Tilton, Marianne Gaudin
Media Relations	6.0	Linda Ross Aldy
Negotiation Skills	6.0	Boty McDonald
Once You Are Awarded a Grant, What Then?	6.0	Becky Cade
Overcoming the Five Dysfunctions of a Team	6.0	Chuck Sampson
Performance Management	6.0	Ronna Owens, Laura Mullens
Powerful and Painless Presentations	6.0	David Hayes
Practical Ways to Have a Balanced Life	6.0	Dr. Ann Homer Cook

Course Name	Elective Hours	Approved Instructor(s)
Presenting Yourself Professionally	6.0	Lynda Hunsicker
Project Management	3.0	John Michael Simpson
Promoting & Maintaining a Respectful Work Environment (Harassment Workshop)	3.0	Deanne Mosley
Protecting Your Agency's Assets	3.0	Dr. William Morehead
Smart Hire	6.0	Becky Baum Tilton, Amy Whitten
Systems Thinking: Changing the Way We See Our Organization	6.0	Becky Baum Tilton
Team Building	6.0	Dr. Ann Homer Cook, Dr. Marilyn Beach
Team Building for Improved Effectiveness	6.0	Chuck Sampson
Time Management	6.0	Becky Baum Tilton, Marianne Gaudin
The 7 Habits of Highly Effective People	18.0	Marianne Gaudin, David Hayes, Lesly Lloyd, Jan Walker, Amy Whitten
The Dynamics of Change ("Teaching New Tricks...")	6.0	Amy Whitten
The Legal Rights and Responsibilities of the Public Manager's	6.0	Joe Goff
The Professional Coach	6.0	Amy Whitten
The Public Manager's Legal Toolbox Effective 07/01/2001	6.0	Amy Whitten
Understanding Diversity	6.0	David Hayes
Understanding the Legislative Process	3.0	Ted Booth
Untangling the Confusing Web of ADA, FMLA and Worker's Compensation	3.0	Joe Goff
Using DiSC Dimensions of Behavior for Management Success	6.0	Rob Benson
Workplace Violence Prevention	6.0	David Hayes
WOW Service!	6.0	Becky Baum Tilton
You Raised Them, Now You Manage Them: Managing the X and Y Generation	6.0	Dr. Ann Homer Cook

Note: Advanced Writing - Attendance is required for Levels 1 - 3.