

## Location

CPM classes are held in McElhinney Hall at the University of Houston. The Hobby School of Public Affairs provides convenient parking for its CPM participants at no charge.

## Admission & Completion

Enrollment is open to all professionals. A college degree is preferred, but not required.

The program curriculum includes lectures, class discussions, guest speakers, reading assignments, take-home assignments and an applied research project and paper. Those who complete the program earn a national trademark designation of CPM (Certified Public Manager).

## Continuing Education

The CPM program is approved for continuing education credit with a number of public and nonprofit organizations. Please check with your organization to confirm eligibility.

## What UH CPM Alumni Say

"The CPM program at the University of Houston is high speed and very beneficial to supervisors and managers in all realms of public service. It helped me become a more analytical and efficient manager when tackling day to day law enforcement and administrative challenges."

**Darren Chambers, MS, CPM**  
**Lieutenant, Criminal Warrants Division, Criminal Investigations Bureau, Harris County Sheriff's Department**

"It does not matter at what level you are at in your career, whether it is in the beginning, middle or later, the CPM program assists you in becoming a more effective manager. It certainly increased my understanding and practice of the philosophies and concepts of leadership."

**Jill Matzig, CPM**  
**Superintendent, Public Works, City of Baytown**

## The Hobby School of Public Affairs CPM Program

The Hobby School of Public Affairs' CPM courses are flexible to meet the busy schedules of working professionals, and class size is limited to provide more attention to each student.

CPM graduates gain broadened understanding of the complex issues facing today's public manager. They leave the program with improved skills for coping with the political and management challenges facing their current organizations as well as those in the future.

In addition, the Hobby School has many ties to governmental and non-profit entities in the greater Houston metropolitan area. Such ties will allow unique networking opportunities for its CPM participants and alumni.

## About the Hobby School of Public Affairs

Established in 1981, the Hobby School of Public Affairs serves the Houston community as an objective and non-partisan research organization within the College of Liberal Arts and Social Sciences at the University of Houston.

The Hobby School is supported by an advisory board of Houstonians prominent in business and civic affairs, and maintains cooperative relationships with many educational and public service entities in the Houston area and the state of Texas. The Hobby School receives funding from legislative appropriations, grants, and from corporate and private donations.

In addition to conducting the highest level of social science research and training, the Hobby School of Public Affairs is committed to preparing future leaders through its government internships in Houston, Washington and Austin, study tours for visiting professionals and the Certified Public Manager Program.

For more information, visit [www.uh.edu/class/hobby/cpm](http://www.uh.edu/class/hobby/cpm)  
or contact Diana Benitez at  
dbenitez@uh.edu or at 713 743 1729

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**HOBBY**  
SCHOOL OF PUBLIC AFFAIRS  
UNIVERSITY of HOUSTON



## CERTIFIED PUBLIC MANAGER PROGRAM

The Certified Public Manager Program offers a challenging professional program designed to help today's manager become tomorrow's leader with innovative curriculum, problem-solving and networking opportunities.

The University of Houston's Hobby School of Public Affairs' Certified Public Manager Program is fully accredited by the National Certified Public Manager Consortium.

## About the CPM Program

The University of Houston's Hobby School of Public Affairs' Certified Public Manager (CPM) Program is accredited by the National Certified Public Manager Consortium (<http://www.cpmconsortium.org/>). Texas State University's William P. Hobby Center for Public Service ([www.txstate.edu/cpm](http://www.txstate.edu/cpm)) is the state's coordinating entity and manages the nationally recognized program in cooperation with the University of Houston and other universities throughout Texas.

The program is designed for employees, administrative staff, supervisors and managers in the public and non-profit sectors who are interested in enhancing their skills and abilities needed to deal with "real-world" problems and situations. It is a comprehensive course of study in which current managers and aspiring leaders can acquire and apply the best practices and theory to their management behaviors and strategies.

## Faculty

Each track of the Hobby School of Public Affairs' CPM Program is taught by instructors with extensive experience in the field ranging from university faculty to professionals working in city, county, state and federal government, nonprofit organizations and the private sector. Guest speakers have expertise in a variety of realms.

## Curriculum

The Texas Certified Public Manager curriculum includes theory and application to practical problems in the public sector. CPM students take seven courses (tracks) over a 14 month period. Each of the seven courses meets 1.5 days a month. Participants must complete 6 courses (tracks) and a final capstone project (track 7) where the student demonstrates the management skills and knowledge learned in the previous six tracks.

All tracks, with the exception of the Track 7 applied project, may be taken in any order.

**Track 1: Personnel & Human Resources Administration** focuses on personnel and labor relations for public administrators. Topics include recruitment and selection, equal employment opportunity, affirmative action, discipline and termination, health and safety, employee classification, compensation and employee benefits and performance evaluation.

**Track 2: Managing for Quality** focuses on the practice of building quality into public and non-profit organizations. Practices such as re-engineering and strategic planning are explored. This track also addresses how a systems approach can help public administrators to understand the way in which organizations can improve their operations.

**Track 3: Organizational Communication** focuses on the practice of communication within and outside of the organization. Topics include communicating with government and oversight entities, barriers to effective communication, and dealing with disagreement, conflict and groupthink. Effective oral and written skills are also covered.

**Track 4: Public Finance & Budgeting** focuses on the public finance and budgeting practices. The basics of finance, budgeting, accounting and auditing are explored.

**Track 5: Productivity & Program Evaluation** focuses on how to conduct public administration research leading toward the evaluation of public and non-profit sector programs. Topics include the tools and techniques of public administration research, benchmarking, program evaluation and the basic principles of legal research.

**Track 6: Information Systems for Managers** focuses on management information systems used by public sector and non-profit sector managers. Topics include the Internet, online data bases and archiving, opinion surveys and social media.

**Track 7: Applied Project Practicum** is the preparation of an applied project and research of special interest to the participant. This track incorporates lessons and information provided in the previous six tracks.

The Hobby School of Public Affairs' CPM schedule is available at [www.uh.edu/class/hobby/cpm](http://www.uh.edu/class/hobby/cpm).

## Registration and Fees

The registration fee per course/track is \$595. The total cost for the entire seven track program is \$4,165 when paying for individual courses. However if paying for the entire program in advance, the program fee is \$3,695, a savings of \$470. Course fees include textbooks, class materials and lunches for full-day sessions. The Hobby School of Public Affairs provides complimentary parking at the University of Houston.

Registration for Track # / Course:

\_\_\_\_\_

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone(s) Office: \_\_\_\_\_

E-mail: \_\_\_\_\_

Total Fee Enclosed: \_\_\_\_\_

Please make check payable to the University of Houston.

**Credit Card Payment Option (VISA or MasterCard):**

Cardholder Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Address (if different from above): \_\_\_\_\_

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