Leadership and Management Development

April–June 2015

Essential skills for TODAY’s workplace—whether you’re just beginning your supervisory career or have several years of management experience it’s never been more important to invest in your professional skills. You’ll want smarter when you have the tools and techniques to effectively manage the ever-changing challenges of today’s workplace.

Age 7 Leadership

In this class you explore leadership characteristics and ways to strengthen your organization and support of other work. Learn about different leadership styles, public perceptions of leadership by social sector leadership, and how to apply effective practices of leadership. Develop a personal leadership philosophy that contributes to your organization’s mission.

Instructor: Robert Toormy is an outreach specialist in the Division of Continuing Studies at UW-Madison. He is a member of the Wisconsin State Training Council, and previously served as training officer for several State of Wisconsin agencies.

A CPM Management Core Class

Age 8 Leading and Managing from the Middle

As a middle manager, your job is increasingly important. You translate the expectations of superiors into standards for your employees, and you represent your unit to others. This workshop will help you contribute even more effectively to your organization’s high performance. Learn strategies for expanding your influence as well as how to use your position and seven bases of power to achieve organizational goals through others.

Instructor: Harold Clevenger worked for Wisconsin state government for 38 years, the last 21 with the State Records Center of the Dept. of Administration. He is a Wisconsin Certified Public Manager, was the executive secretary for the State Public Records Board, and is a past president of the Madison chapter of the Association of Records Managers and Administrators.

A CPM Management Core Class

Age 9 The State Budget Process

Learn how the state biennial budget is created—from the development of agency budget requests to the governor’s signature on the final bill months later. Gain an understanding of factors that influence whether a specific agency request will be supported by the legislature and the governor, and the roles played by specific committees and members of the legislature in the budget process. You also learn what role individual with agencies can play in creating and using budget and how the state budget affects both state programs and local governments.

Instructor: Bob Hanle retired in 2011 from the State Budget Office in the Dept. of Administration, after a 33-year career in state government. He currently works part-time within agencies can play in creating and using budgets and how the state budget affects both state programs and local governments.

A CPM Public Policy Class

Age 10 Records Management

Public managers understand that records are critical to the organization’s success. In this class you discover through class discussions, practical simulation, demonstrations, and handouts what records are and are not, how to conduct a records inventory, and how to set up a records management program for your agency. Other topics include electronic records, retention scheduling, and records law.

Instructor: Harold Clevenger worked for Wisconsin state government for 38 years, the last 21 with the State Records Center of the Dept. of Administration. He is a Wisconsin Certified Public Manager, was the executive secretary for the State Public Records Board, and is a past president of the Madison chapter of the Association of Records Managers and Administrators.

A CPM Resource Management Class

May 6 Problem Analysis and Problem Solving

Successful managers know that problem solving is based on a systematic process of recognition and analysis. Learn the limitations of your present problem-solving style and how to overcome them in the workshop. Examine communication processes to improve your ability to identify roles for groups and teams in problem solving, and how to define problems in new ways.

Instructor: Jeff Nicoll is director of Russell Consulting, Inc., where he specializes in helping organizations successfully respond to the challenges of continuous change with a focus on leadership, strategic thinking, leading change, and performance coaching.

A CPM Management Core Class

May 7 Advanced Problem Solving Strategies

You understand the foundations of problem solving and decision making (PSDM), and have a good knowledge of how to use the basic tools within the PSDM process. Now you’re ready to go deeper into how to manage the group process within the PSDM process. This advanced seminar goes beyond the basics to explore such issues as developing consensus decisions, moving beyond an impasse when group members disagree, dealing with counter-productive behavior, and applying more advanced PSDM tools and techniques. Prerequisite: Participants must have completed CPM’s Problem Analysis and Problem Solving seminar prior to attending this advanced version.

Instructor: Bob Hanle retired in 2011 from the State Budget Office in the Dept. of Administration, after a 33-year career in state government. He currently works part-time as a policy consultant for the Dept. of Public Instruction.

A CPM Public Policy Class

May 28 Problem Analysis and Problem Solving

You understand the foundations of problem solving and decision making (PSDM), and have a good knowledge of how to use the basic tools within the PSDM process. Now you’re ready to go deeper into how to manage the group process within the PSDM process. This advanced seminar goes beyond the basics to explore such issues as developing consensus decisions, moving beyond an impasse when group members disagree, dealing with counter-productive behavior, and applying more advanced PSDM tools and techniques. Prerequisite: Participants must have completed CPM’s Problem Analysis and Problem Solving seminar prior to attending this advanced version.

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A CPM Management Core Class

These classes are part of the Wisconsin Certified Public Manager® Program
May 10
Management for Personal Planning and Development

This high-intensity course of self-assessment completes our series, learn how your strengths and needs compare with those of others managers and with agency goals. Discover strategies to enhance your strengths and address limitations. An essential tool for any manager; this class improves your understanding of yourself and of your responsibilities. Register May 11 to complete self-assessments before class. We use case law for analysis and problem solving.

Instructor: Bobbi Diefenbush is director of the Wisconsin Certified Public Manager Program for UW-Madison Continuing Studies.

A CPM Supervisory Core Class

May 10
Executive Writing: Effective Workplace Communication

Cover the writing of memos, letters, and reports about a broad range of issues. Learn to select your structure and supporting materials carefully, choose appropriate language for your purpose and audience, project professional style, and adapt your writing to your intended audience. In class you learn using writing samples for analysis and discussion. Register by May 11 and receive your pre-class writing assignment.

Instructor: Alice Honeywell has helped adults improve their writing for more than 30 years. She has worked at UW Press and the UW-Madison La Follette School of Public Affairs and has written and edited for business, nonprofit, and public-sector organizations.

A CPM Public Policy Class

May 11
Managing in Permanent Whitewater

Using Jacobson's model for permanent whitewater, you'll learn techniques for surviving the inevitable chaos and complexity of today's workplace. We'll cover patterns of chaos and complexity and examine system-thinking strategies to construct an integrated model for navigating the river and surviving the rapids.

Instructor: Jeff Russell is co-director of Russell Consulting, Inc., where he specializes in helping organizations successfully respond to the challenges of continuous change. His focus is on leadership, strategic thinking, leading change, and performance coaching.

A CPM Organizational Management Class

June 11
Managing in Permanent Whitewater

As a manager, you work in a time of permanent whitewater; you barely get to catch your breath before being hit by the next wave of change. This workshop presents tools for responding effectively and confidently to all the uncertainty you face. Develop insights from chaos and complexity theories, and examine strategies of systems thinking to construct an integrated model for navigating the river and surviving the rapids.

Instructor: Jeff Russell is co-director of Russell Consulting, Inc., where he specializes in helping organizations successfully respond to the challenges of continuous change. His focus is on leadership, strategic thinking, leading change, and performance coaching.

Wisconsin Certified Public Manager (CPM) Program

The classes listed in this brochure may be used toward 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, federal managers, and elected officials, and those working in nonprofit organizations. However, most CPM classes are appropriate for private sector managers as well.

Cancellation Policy: You are welcome to send a substitute if you are unable to attend a class. You will receive a full refund minus the $20 administrative fee if you cancel up to three business days prior to the class. If you cancel less than three business days prior to the class, or do not participate, you are responsible for the entire fee.

Mail to: UW-Madison Continuing Studies Registration

Phone: 608-262-4201 or 608-262-3830 (Wiscosin Relay 711)