

Student Name: _____

Student ID: _____



**University of Alaska
Certified Public Manager (CPM)**

**CERTIFICATE OF SUPERVISORY MANAGEMENT
CHECKLIST—Level One (8.1 CEUs)**

| General Administrative Skills | CEUs | MAU | Course ID | Semester |
|---|------|-------|-----------|----------|
| <input type="checkbox"/> The Supervisor's Toolkit | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Effective Performance Appraisals | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |

| Tech, Quantitative & Qualitative Skills | CEUs | MAU | Course ID | Semester |
|--|------|-------|-----------|----------|
| <input type="checkbox"/> Powerful Presentations | 1.2 | _____ | _____ | _____ |
| <input type="checkbox"/> Key Issues in Employment Law | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Basic Budgeting for Supervisors | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |

| Analytical & Conceptual Skills | CEUs | MAU | Course ID | Semester |
|---|------|-------|-----------|----------|
| <input type="checkbox"/> Effective Interviewing & Hiring | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Effective Problem Solving, Decision Making | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Effective Business Writing | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |

| Human Relations Skills | CEUs | MAU | Course ID | Semester |
|--|------------|-------|-----------|----------|
| <input type="checkbox"/> Quality Customer Service | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Managing for Employee Performance | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Dynamic Leadership | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> Interpersonal Communications | 0.6 | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> _____ | — | _____ | _____ | _____ |
| <input type="checkbox"/> Level One Examination | 0.3 | _____ | _____ | _____ |

Additional Comments: _____

| | |
|----------------------|--------------|
| Verified by: _____ | Date: _____ |
| Contact Phone: _____ | Email: _____ |