

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 Role	0.6	_____	_____	_____
<input type="checkbox"/> Performance Management for Supervisors	1.2	_____	_____	_____
<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"/> Financial Reporting and Analysis	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"/> The Supervisor as Leader	0.6	_____	_____	_____
<input type="checkbox"/> Interpersonal Communications	0.6	_____	_____	_____
<input type="checkbox"/> _____	—	_____	_____	_____
<input type="checkbox"/> _____	—	_____	_____	_____

**Level One Examination**                      **0.3**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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