



**Office of Training and Development**

# Agenda:

- Scope - Who We Train
- Course Overview
- How to enroll



# Scope – Who We Train

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MS State  
Agency  
Personnel

MS County  
Government  
Personnel

MS City  
Government  
Personnel

# Platform – How We Train

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- Since June 2020 (COVID), we have utilized the Zoom virtual platform for 100% of all course offerings.



# Program Overview

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# Program Overview

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Administrative  
Services  
Certification  
Program (ASCP)

Executive Services  
Certification  
Program (ESCP)

Basic Supervisory  
Certification (BSC)

Certified Public  
Manager (CPM)

Human Resource  
Certification  
Program (HRCP)

Professional  
Development

# ASCP/ESCP

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## Administrative Services Certification Program (ASCP)

- A comprehensive training and certification program for support staff of governmental entities.
- Requirements:
  - Three levels of courses
  - Two (2) job-related projects
  - Twelve (12) elective courses
  - Offered 2x per semester (4x/year)

## Executive Services Certification Program (ESCP)

- For administrative professionals to continue their professional development.
- Requirements:
  - Completion of ASCP
  - Essay at the completion of the course
  - Nine (9) elective courses
  - Offered 1x per semester (2x/year)

# BSC - CPM

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## Basic Supervisory Course (BSC)

- Designed for:
  - Newly promoted supervisors
  - Supervisors new to state government
  - Experienced supervisors who need to expand their skills
- Five (5) days in length
- Offered every month

## Certified Public Manager (CPM)

- The Mississippi Certified Public Manager<sup>®</sup> (MCPM) Program is a nationally recognized leadership development program for public managers and supervisors.
- It is designed for managers, experienced supervisors, and project team leaders who work in a state agency and have direct or functional supervision of people, projects, or programs.
- Six (6) levels of courses
- Thirty (30) hours of electives
- College credit



# HRCPP – Professional Development

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## Human Resources Certification Program (HRCPP)

- The purpose HRCPP is to develop well-trained human resources practitioners in the Mississippi state government by providing a comprehensive training program specifically tailored to human resource professionals at both the technical and managerial levels.
- Five (5) levels
- Offered 1x per year
- Approximately 30% of all MS HR personnel have completed this course.

## Professional Development Electives

- Elective courses
- Fifty-three (53) course topics

# Professional Development Courses

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- Advanced Presentation Skills - Teams
- Advanced Writing for CPM
- Civility in the Workplace
- Communicating as a Manager
- Compassion Fatigue
- Consciously Overcoming Unconscious Bias
- CPM Project Workshop
- Creating Your Own Personal Brand
- Crucial Conversations
- Crucial Accountability
- Defending Personnel Decisions before the EAB and EEOC
- Effective Interviewing
- Emotional Intelligence
- Employee Evaluation, Corrective Action, and Disciplinary Procedures
- Employment Law Hot Button Issues 2022
- Everything DiSC Workplace
- Finding the "I" in Team
- Generations at Work
- Grant Writing
- Advanced Grant Writing
- Grants Management
- Guide to Talent Development
- Leading Through Crisis
- Managerial Courage
- Managing Stress with MBTI
- One You, Multiple Priorities
- Performance Review System
- Preventing Workplace Harassment Claims
- Protecting the Public Trust
- Respect in the Workplace
- The 7 Habits of Highly Effective People
- Succession Planning
- Workplace Generations

Other?

# How to Enroll

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- Go to [mspb.ms.gov](https://mspb.ms.gov)
  - Office of Training and Development
  - Registration and Class Schedule
  - Select the Course/Program Manager

# Thank You

