

**OPM 00-47**

**DATE:** August 7, 2000

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr. Administrator  
and Cabinet Secretary of Human Resources

**RE:** **Office of Personnel Management  
Human Resource Development Services'  
Fall Schedule for Management Training**

The fall schedule of management training courses by our Human Resource Development (HRDS) office has been mailed to your agencies. Many agencies received the mailing via Email and all should have received a hard copy of the fall schedule by now. If you want to see the fall schedule, you should contact either your Human Resources office or your agency nominating official. Please call us at (405) 521-6334 for information about who has been designated as your agency's nomination official.

You can also go to the Office of Personnel Management (OPM) web page at [www.state.ok.us/~opm/misc/training.html](http://www.state.ok.us/~opm/misc/training.html) to access the fall HRDS schedule.

This is the best time to nominate individuals for the Certified Public Manager (CPM) program. For a registration fee of \$1,000, your CPM candidate receives 300 hours of classroom training, which includes a four-day Executive Development course, plus four job-related projects. Over the ten years since the inception of the CPM program, more than \$6,000,000 in savings to agencies has been generated through CPM projects. The total investment in the CPM program is about \$600,000. That is a \$10 to \$1 return on investment. If you want more information on the CPM program, please contact Carrie Rohr, OPM CPM Coordinator, at (405) 521-6344.

If you have special training needs, we might be able to help you either with instructional staff, training materials, audio-visual support, or other suggestions or training services. Please call Larry Fisher, OPM Assistant Administrator for HRDS, at (405) 522-0762.