Columbia University’s Management Development Program (MDP) is a 10-week training certificate series aimed at building greater self-awareness and essential skills to better manage people and work processes. Program participants learn management best practices and will complete the Program armed with the tools and resources to help guide their staff in:

- Achieving target performance goals;
- Creating a collaborative and effective working environment;
- Managing day-to-day responsibilities and implementing critical workplace solutions;
- Building strategic partnerships with colleagues, clients and other collaborators; and
- Supporting their team’s professional development needs.

The MDP Curriculum Model below outlines three primary skill-building areas: Managing Self, Managing People and Managing Work, and provides customized training content for each segment. MDP participants will use a number of management and communication style assessments, attend 10 classroom training workshops and establish Individual Development Plans (IDPs) to ensure continued learning and practical experience.

Participants earn their Management Development Program Certificate upon completion of 10 classroom training workshops. The Program fee includes all workshop materials, facilitation and assessments. Payment is provided by the manager’s School or Department. Contact the Learning & Development team for more information.

### Managing Self
- MDP Kickoff and Working With Different Behavior Styles Using PACE.
- Welcome message, group introductions and Individual Development Plan (IDP)

### Managing People
- Accelerated Team Performance
- Effectively Manage Officers and Staff Represented by a Union
- Motivate and Engage a Diverse and Dynamic Workforce
- Persuasive Communication and Conflict Management
- Coaching and Feedback Intensive

### Managing Work
- Build Partnerships for Enhanced Results
- Creative Thinking and Problem Solving
- Maximize Your Time Through Delegating and Decision Making
- Capstone Case Study
MDP Application Requirements

Managers may submit an online application to nominate themselves with the support of their leaders. Managers selected for the MDP Program must meet the following minimum criteria:

- Currently in a management-level position, grade 12/103 – 14/105
- Managed staff at Columbia for at least one year
- Willing to commit to 10 consecutive weeks of full-day classroom training
- Complete an online MDP Enrollment Form, including a Statement of Interest available at: hr.columbia.edu/find-out-about/professional-development/professional-development-overview

MDP Enrollment

Each MDP Certificate Series cohort group will include a maximum of 30 participants. The Learning & Development team will partner with Senior HR Leaders to establish a training group of managers from Schools and Departments across the University. Each School or Department may nominate up to five managers per MDP 10-week session. Participants selected to attend the next MDP Certificate Series will receive an email confirmation. Payment for a manager’s enrollment will be processed via internal chargeback using the department chartstring provided on the manager’s MDP application.

Interested participants not selected for this session will be waitlisted and given priority for attendance in the next cohort session. Managers who are waitlisted will receive additional support to help find appropriate in-person management development workshops available on the Learning & Development Spring/Fall calendar.

To enroll, individuals must complete a Statement of Interest and their manager must sign a statement supporting their participation.

MDP Training Schedule

All MDP workshops are scheduled to meet on 10 consecutive Thursdays (full day); Studebaker Building, Room 469, 9:30 a.m.–4:30 p.m. The Program schedule parallels the MDP Curriculum Model described on the previous page and includes full-day workshops.

MDP Enrollment Process

Step 1
Have a conversation with your manager about your interest in the Program. We encourage you and your manager to focus on how your participation in the Program could benefit you and your work area.

Step 2
Submit your online Enrollment Form, which should include your reasons for wanting to participate in the Program and a description of how your participation could benefit you and your work area.

Step 3
Your manager indicates his/her support for your participation in the Program by completing the Manager’s Statement of Support section of the Enrollment Form.

Step 4
Email the completed form to Victoria T. Durden at vd2327@columbia.edu.

Step 5
If selected, you will receive an email confirming your enrollment in the next MDP session.

To learn more about Columbia University’s Learning & Development program, go to: www.hr.columbia.edu/professional-development