



## ***Course Syllabus Outline (Preliminary)***

### ***Public Technology Institute (PTI) and Rutgers University Center for Government Services (CGS)***

## **Certified Government Chief Information Officers (CGCIO™) and CGTL Program**

### **Class 2025 Midwest Cohort**

#### **Program Description**

Public sector CIOs and IT directors are facing increasing challenges and responsibilities in the era of new governance. As the lines between traditional functional services and departments begin to blur, the IT leadership is charged with 1) managing the constantly expanding role for IT within your government, 2) protecting your government against ever-increasing security threats, and 3) keeping up with the feverish pace of new technology.

The CGCIO™ Certification Program is offered as a twelve-month course (that lays the foundation for assessing and addressing some of the most critical issues facing IT leadership in the public sector. This program aims to equip leaders with the requisite tools to manage and improve their organizational technology assets. During the program, we will address major topics, including IT governance, project management, and risk assessment and management. Each broad topic will examine local government issues and draw on participant experience to provide theoretical and practical applied knowledge to the challenges. Case studies, exercises, and guest speakers will be included.

All Virtual Classes Meet from 3:00 PM to 5:00 PM Central Time. Participation in the all-day classes is mandatory. If you are unable to participate in a 2-hour virtual class, you may make it up by submitting your homework assignment, watching the recording of the missed class and submitting a document detailing your thoughts on what you heard from the discussion. All homework must be submitted 4 days prior to that month's class. All dates and monthly topics are subject to change with advance notice.

Dates	Topic	Content
Class 1 <b>Virtual – all day</b> <b>9:00 am to 4:00 pm</b> <b>Central</b> <b>March 19</b>	Course Intro CIO Leadership Issue Exploration	<ul style="list-style-type: none"> <li>• Environmental Scan</li> <li>• Pitfalls &amp; Opportunities</li> <li>• Required Skills</li> <li>• CGCIO Program</li> <li>• Personal Assessment</li> <li>• Review of course</li> </ul>
Class 2 (Virtual) <b>1 – 3 PM Central</b> <b>April 23</b>	The Future CIO Leader – where do you fit in?	<ul style="list-style-type: none"> <li>• Self-directed topical research</li> </ul>
Class 3 (Virtual) 3 – 5 PM Central <b>May 7</b>	Organizational Assessment & Effectiveness	<ul style="list-style-type: none"> <li>• Self-assessment and self-assessment tool exercise</li> <li>• Factors of healthy organizations</li> </ul>
Class 4 (Virtual) 3 – 5 PM Central <b>June 11</b>	Time Management & Managing Risk	<ul style="list-style-type: none"> <li>• Techniques/policies for managing time</li> <li>• Risk mitigation techniques</li> </ul>
<b>Class 5</b> (Virtual) 3 – 5 PM Central <b>July 16</b>	Cybersecurity and Emergency Planning	<ul style="list-style-type: none"> <li>• Best practices</li> <li>• Ransomware</li> <li>• COOP</li> <li>• Energy Assurances</li> </ul>
Class 6 (Virtual) 3 – 5 PM Central <b>August 13</b>	Human Resources and IT	<ul style="list-style-type: none"> <li>• The new demographics</li> <li>• Economic challenges</li> <li>• Recruiting &amp; retaining talent</li> <li>• Unions and policies</li> </ul>
Class 7 <b>September 10</b> <b>Virtual and Live –</b> <b>All Day (In-person</b> <b>optional if a</b> <b>minimum of ten</b> <b>students attend)</b> <b>9:00 am to 4:00 pm</b> <b>Central</b>	Leadership Styles & Profiles Communications for Results and Digital Ethics	<ul style="list-style-type: none"> <li>• Leadership types and implications</li> <li>• Effective communication role-playing</li> <li>• Dealing with elected leaders</li> <li>• Best practices in change management</li> <li>• Applying what we know</li> </ul>

Class 8 (Virtual) 3 – 5 PM Central <b>October 8</b>	Emotional Intelligence	<ul style="list-style-type: none"> <li>• Learning your EQ</li> <li>• How to recognize EQ styles</li> <li>• How to develop staff using IQ</li> </ul>
Class 9 (Virtual) 3 – 5 PM Central <b>November 5</b>	Budgeting & Financing and Risk Management	<ul style="list-style-type: none"> <li>• Understanding financing in all its forms in the public sector</li> <li>• Managing costs tools for risk management plan</li> </ul>
Class 10 (Virtual) 3 – 5 PM Central <b>December 3</b>	Managing Change	<ul style="list-style-type: none"> <li>• Best practices in change management</li> <li>• Applying what we know</li> </ul>
Class 11 (Virtual) 3 – 5 PM Central <b>January 14</b>	Strategic Planning/Smart Cities/ERP	<ul style="list-style-type: none"> <li>• Capital/ infrastructure planning</li> <li>• IT and Enterprise planning</li> <li>• Managing expectations</li> <li>• Scorecard and IT metrics</li> <li>• Strategic Planning/Smart Cities/ERP</li> </ul>
Class 12 <b>February 11</b> <b><u>Capstones and</u></b> <b><u>Graduation</u></b> <b>All-day virtual</b> <b>9:00 am to 4:00</b> <b>pm Central</b>	Capstone Presentations Graduation	<ul style="list-style-type: none"> <li>• Individual presentations</li> <li>• Unifying themes</li> <li>• Graduation ceremony pictures</li> </ul>

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