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October 13, 2022

National Center for Employee Development Executive Mail Center Manager (EMCM)

The National Center for Employee Development (NCED) is hosting an in-person certification course on the Executive Mail Center Manager (EMCM).

The EMCM course is a comprehensive training program designed for individuals who wish to develop Mail Center Management skills. It offers a professional designation that emphasizes professionalism in Mail Center Management. The course teaches skills needed to manage more effectively, boost productivity and cut costs. The program is sponsored by the U.S. Postal Service and developed by a professional committee with representatives from the mailing industry. Participants are required to complete eight modules to earn certification.

Here is what you will learn in the EMCM Program:

- Basic Mail Design
- Mail Center Administration
- Mail Center Operations
- Mail Center Security
- Management Essentials
- Sales and Marketing
- Technology
- Tools and Resources

The total cost for the 3-days is \$1,200 and this will include the class materials, lodging, and meals at NCED in Norman, Oklahoma. **The class is scheduled October 25-27, with travel days being October 24 and 28.**

For more information, interested participants can contact Cher Ruggeri at cherlyn.d.ruppruggeri@usps.gov or 405-366-4600.

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