

# 2

## Leadership Certificate of Excellence

### Elevate into a true leader!

Are you a team leader interested in enhancing business management skills or an executive looking for effective leadership training?

This certificate program was designed for leaders at all levels who want to demonstrate stronger leadership capabilities. These courses will equip you with the tools necessary to assume the right role at the right time and respond effectively.

#### This certificate includes:

- ✓ Minimum 64 hrs. of Training
- ✓ Eight L&OD Courses
- ✓ 360 Dimensions of Management Assessment
- ✓ Strength Finders Assessment
- ✓ Emotional Intelligence Assessment
- ✓ Chart Your Own Progress
- ✓ Completely Instructor-Led

**✓ CEUs: Up to 4\***

*\*CEU credits vary based on course selection.*

Please be advised that only full, 7-hour classes qualify as electives for this certificate.

#### Why Should I Attend?

- ✓ Identify best practices for effectively managing your employees' expectations for performance excellence.
- ✓ Increase understanding and skills for giving feedback and coaching effectively.
- ✓ Develop and commit to a personal leadership philosophy.
- ✓ Assess ways to improve emotional intelligence based on results from the Emotional Intelligence Quotient® (EQ-i) assessment.

#### Certificate Requirements:

##### #1: Confirm Completion of the Prerequisite: Fundamentals of Coaching

##### #2: Register for and Complete Four Core Courses

1. Leader as Coach (The prerequisite to this course is Fundamentals of Coaching.)
2. Emotional Intelligence
3. Managing from the Middle
4. Dimensions of Management for Successful Leaders (Spring only.)

##### #3: Register for and Complete Four Elective Courses (See next page.)

# Chart Your Progress!

Discover how you can position yourself for success with superior leadership and management skills. Create your plan and chart your progress towards obtaining your Leadership Certificate of Excellence.

## CORE COURSES (REQUIRED)

**Prerequisite: Fundamentals of Coaching:**  Registered  Completed Date: \_\_\_\_\_

**Leader as Coach:**  Registered  Completed Date: \_\_\_\_\_

**Emotional Intelligence:**  Registered  Completed Date: \_\_\_\_\_

**Managing from the Middle:**  Registered  Completed Date: \_\_\_\_\_

**Dimensions of Management (Spring Only)**  Registered  Completed Date: \_\_\_\_\_

## Recommended L&OD Electives\* (Choose FOUR)

*\*If you use a core course (not listed below) as an elective, you will not be able to earn the certificate where that core course is a requirement.*

- |  |   |
|--|---|
| <input type="checkbox"/> Communicating with Diplomacy & Tact 2** | <input type="checkbox"/> Project Management Level 2**   |
| <input type="checkbox"/> Critical Thinking Skills                | <input type="checkbox"/> Resilience   |
| <input type="checkbox"/> Crucial Conversations                   | <input type="checkbox"/> Feed Forward: Giving & Receiving<br>Critical Performance Information |
| <input type="checkbox"/> Crucial Accountability                  | <input type="checkbox"/> High Performing Teams  |
| <input type="checkbox"/> Essential Presentation Skills           | <input type="checkbox"/> SAP Performance Management Best<br>Practices (for DUHS only)         |
| <input type="checkbox"/> Fundamentals of Business Writing        | <input type="checkbox"/> Storytelling: Advanced<br>Presentation Skills                        |
| <input type="checkbox"/> Managing Multiple Priorities            | <input type="checkbox"/> Situational Leadership   |
| <input type="checkbox"/> Navigating Challenging Personalities    | <input type="checkbox"/> Transformational Leadership  |
| <input type="checkbox"/> Notary Public                           |   |
| <input type="checkbox"/> Project Management Level 1              |   |

*\*\*This course has a prerequisite requirement.*

Please refer to the course listing.