



LEADERSHIP DEVELOPMENT

CERTIFICATE PROGRAM

CERTIFICATE APPLICATION

INFORMATION

CERTIFICATE IN LEADERSHIP DEVELOPMENT

CERTIFICATE CRITERIA

In order to receive a certificate indicating *Successful Completion* of the **Leadership Development Certificate Program**, you will have:

- ⇒ Completed all the required core courses (102 Hours)
- ⇒ Completed a minimum of 33 hours of elective modules to make up the minimum 135 hour program requirement
- ⇒ Applied to the College for the credential (Certificate in Leadership Development). An application is available at: camosun.ca/documents/application-form.pdf. A \$35 application fee applies.
- ⇒ Completed the self-directed Assessment components as follows:
 1. Submit the Certificate Program Application form to the Program Coordinator (copy attached) complete with:
 - Proof of completion of all core and elective modules (Confirmation of Attendance forms); and
 - Completed *Leadership Observation Report* forms for each CORE module (sample attached)
 2. The Program Coordinator will review your application package to ensure the program requirements have been met. Once approved, a permission to register letter will be issued. Then you will:
 - Register for the "Assessment" module LDCT 699V and pay the \$125.00 fee.
 - Receive a Case Study and accompanying questions.
 - Submit the case study to the Program Coordinator for marking. (Please allow up to two weeks for grading and processing.)

Once the case has been successfully evaluated by an instructor, you are eligible for your final certificate.

If you have questions regarding the above, please call Patricia Larose, Program Coordinator at 250-370-4128.

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

This program's modular format is designed for the adult part-time learner. It will be of interest to those new to a leadership role as well as those who are seasoned leaders or supervisors looking to formalize their learning in this area or simply seeking individual learning opportunities. To complete the program and obtain a certificate, students must complete a minimum of 135 hours of required core and elective courses. Once the classroom hours have been completed, students will request an application for the final assessment of their learning. To receive an application package call 250-370-4565. It is recommended that students take "Leadership for Supervisors-Overview" as the starting point in the program.

REQUIRED CORE COURSES:

Coaching	LDCT 504V	6 Hours
Effective Teambuilding	LDCT 508V	12 Hours
Hiring the Best People	LDCT 505V	6 Hours
Leadership and Organizational Culture	LDCT 519V	6 Hours
Leadership for Supervisors-Overview	LDCT 500V	12 Hours
Leading Change	LDCT 506V	9 Hours
Managing Performance	LDCT 510V	6 Hours
Orientation, Training & Development	LDCT 512V	9 Hours
Personally Effective Leadership	LDCT 524V	15 Hours
Strategic Planning	LDCT 513V	12 Hours
Workplace Communication	LDCT 501V	9 Hours

TOTAL CORE PROGRAM HOURS **102 Hours**

ELECTIVES:

Bridging the Generation Gaps	LDCT 529V	6 Hours
Bullying, Abuse of Power	LDCT 522V	6 Hours
Coaching Conversations	LDCT 531V	3 Hours
Dealing with Difficult Interactions	LDCT 600V	6 Hours
Great Meetings!	LDCT 507V	6 Hours
Integrated Leadership	LDCT 527V	6 Hours
Managing for Improved Performance	LDCT 517V	6 Hours
Managing/Resolving Workplace Conflict	LDCT 502V	9 Hours
Negotiation Skills	LDCT 511V	6 Hours
Problem Solving & Decision Making	LDCT 503V	9 hours
Project Management	LDCT 516V	9 Hours
Speaking with Confidence	LDCT 509V	12 Hours
Workplace Aggression	LDCT 520V	9 Hours
Writing Skills for Leaders	LDCT 530V	12 Hours

MINIMUM REQUIRED ELECTIVE HOURS **33 Hours**

Leadership Observation Reports

Completing the Report

In order to fully understand concepts learned in the classroom it is important that you have the opportunity to relate them to a real situation. This is your opportunity to do that. For each module you complete in the **Leadership Development Certificate Program**, you will be given the opportunity to complete a “Leadership” observation. This report will be the place to articulate your observation as it relates to the module you have just completed. You may make the observation in a current or former workplace situation, a volunteer situation, or any situation that allows you to observe and comment on the concepts learned in the module. What is important is your ability to critically analyze these observations and apply what you have learned. Here's what to do:

- After you have just completed a module, go to the Observation form in your booklet
- Complete the details such as the name of the course (if not already indicated), the date and your name.
- Details of your observation as they relate to the module in question such as where the observation occurred, what you observed and your conclusions and recommendations based on your learning in this module
- Keep this completed Observation form for future reference and for submission along with your application for the Leadership Development Program Certificate, if that is your direction.

Submitting the Reports

Please keep all copies of the completed reports. Although you will be given the opportunity to complete a report for each module you take, if you complete the required 135 hours of core and elective modules and wish to apply for the certificate, you will be required to submit a completed observation form for each core module. These are to be submitted along with your application to complete the case study which, if successfully completed, will earn you a program certificate. The core modules are:

⇒Leadership for Supervisors - Overview
⇒Workplace Communication
⇒Effective Teambuilding
⇒Leading Change
⇒Hiring the Best People
⇒Managing Performance

⇒Orientation, Training & Development
⇒Coaching
⇒Leadership & Organizational Culture
⇒Strategic Planning
⇒Personally Effective Leadership

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

LEADERSHIP OBSERVATION

MODULE: _____

STUDENT NAME: _____

DETAILS OF OBSERVATION: (You do not have to limit yourself to the space provided)

PLACE: _____

DATE: _____

OBSERVATION:

CONCLUSIONS/RECOMMENDATIONS:

PROGRAM PLAN/PROGRESS REPORT

CORE COURSES	COURSE NUMBER	HOURS	COMPLETED
Coaching	LDCT 504V	6	
Effective Teambuilding	LDCT 508V	12	
Hiring the Best People	LDCT 505V	6	
Leadership & Organizational Culture	LDCT 519V	6	
Leadership for Supervisors - Overview	LDCT 500V	12	
Leading Change	LDCT 506V	9	
Managing Performance	LDCT 510V	6	
Orientation, Training & Development	LDCT 512V	9	
Personally Effective Leadership	LDCT 524V	15	
Strategic Planning	LDCT 513V	12	
Workplace Communication	LDCT 501V	9	
TOTAL REQUIRED HOURS		102	

ELECTIVE COURSES	COURSE NUMBER	HOURS	COMPLETED
Bridging the Generation Gaps	LDCT 529V	6	
Bullying, Abuse of Power	LDCT 522V	6	
Coaching Conversations	LDCT 531V	3	
Dealing with Difficult Interactions	LDCT 600V	6	
Great Meetings!	LDCT 507V	6	
Integrated Leadership	LDCT 527V	6	
Leadership Conversations	LDCT 528V	6	
Managing/Resolving Workplace Conflict	LDCT 502V	9	
Negotiation Skills	LDCT 511V	6	
Problem Solving & Decision Making	LDCT 503V	9	
Project Management	LDCT 516V	9	
Speaking with Confidence	LDCT 509V	12	
Workplace Aggression	LDCT 520V	9	
Workplace Relationships	LDCT 525V	9	
Writing Skills for Leaders	LDCT 530V	12	
Other			
TOTAL ELECTIVE HOURS (MINIMUM OF 33)			

CERTIFICATE PROGRAM APPLICATION

To obtain your certificate, please fill out this application when you have completed the required number of hours. **Please attach proof of completion of each module.**

Name: _____

Address/Postal Code: _____

Student Number: _____

I have completed the following courses, which all together total the minimum requirement of 135 hours.

REQUIRED CORE

TITLE	COURSE NUMBER	HOURS	DATE COMPLETED
Leadership for Supervisors	LDCT 500V		
Workplace Communication	LDCT 501V		
Effective Teambuilding	LDCT 508V		
Leading Change	LDCT 506V		
Hiring the Best People	LDCT 505V		
Managing Performance	LDCT 510V		
Orientation Training & Development	LDCT 512V		
Coaching	LDCT 504V		
Leadership & Organizational Culture	LDCT 519V		
Strategic Planning	LDCT 513V		
Personally Effective Leadership	LDCT 524V		

ELECTIVES

TITLE	COURSE NUMBER	HOURS	DATE COMPLETED
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Signature

Date

Once we receive your signed application and have verified this information, you will receive a "Permission to Register" form in the mail which permits you to register for the final component of the program, the *Leadership Program Assessment* (LDCT 699V). Upon verification of your registration, you will receive a Case Study in the mail. This is your opportunity to demonstrate what you have learned in the program.

Please return completed application to:

Patricia Larose, Program Coordinator
School of Business
Camosun College
4461 Interurban Road
Victoria, BC V9E 2C1

Email: larosep@camosun.bc.ca
Phone: 250-370-4128