



**LEADERSHIP DEVELOPMENT**

**CERTIFICATE PROGRAM**

**CERTIFICATE COMPLETION**

**INFORMATION**

# CERTIFICATE IN LEADERSHIP DEVELOPMENT

## CERTIFICATE CRITERIA

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

- ⇒ Completed all the required core courses (117 Hours)
- ⇒ Completed a minimum of 24 hours of elective modules to make up the minimum 141 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](http://camosun.ca/documents/application-form.pdf). A \$36.41 application fee applies.
- ⇒ Complete the 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 documents to ensure the program requirements have been met. Once approved, a permission to register letter will be issued. Then you will:
    - Register for the "Final Assessment" module LDCT 699V. (\$125.00 fee)
    - Discuss with the Program Coordinator your options of completing a written submission or making an oral presentation to a small committee.
    - Submit your paper or complete your presentation. (Please allow up to two weeks for evaluation and processing.)

Once the submission/presentation has been evaluated you will receive your certificate.

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

# Leadership Observation Reports

## Completing the Report

In order to fully understand concepts learned in the classroom it is important that you can relate them to a real situation. For each module you complete in the Leadership Development Certificate Program, you will be given the opportunity to complete a "Leadership" observation. This report is where you record your observations as they relate to the module you have just completed. You can use 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, complete the Observation Report in your material. Please feel free to create this electronically, the forms are only a guide.
- Record details of your observations 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 Report for future reference and for submission along with your application for your Certificate.

## Submitting the Reports

When you are ready to apply for your Certificate, print out your completed report or remove them from your materials. You are required to submit a completed Observation Report for each **core** module with the application. The 12 core modules are:

LDCT 500V	Leadership Overview	LDCT 506V	Leading Change
LDCT 501V	Workplace Communication	LDCT 508V	Effective Teambuilding
LDCT 502V	Managing Workplace Conflict	LDCT 510V	Managing Performance
LDCT 503V	Problem Solving and Decision Making	LDCT 519V	Leadership and Organizational Culture
LDCT 504V	Coaching	LDCT 524V	Personally Effective Leadership
LDCT 505V	Hiring the Best People	LDCT 534V	Strength Through Diversity

# 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:

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CONCLUSIONS/RECOMMENDATIONS:

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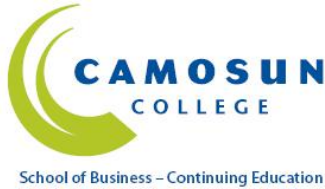
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## **PROGRESS REPORT**

<b>LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM</b>			
<b>Total Program Hours 141</b>			
<b>Core Courses (All required, 117 hours)</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Hours</b>	<b>Completed</b>
LDCT 500V	Leadership Overview	12 hours	
LDCT 504V	Coaching	6 hours	
LDCT 508V	Effective Teambuilding	12 hours	
LDCT 505V	Hiring the Best People	6 hours	
LDCT 519V	Leadership and Organizational Culture	6 hours	
LDCT 506V	Leading Change	9 hours	
LDCT 510V	Managing Performance	9 hours	
LDCT 502V	Managing Workplace Conflict	12 hours	
LDCT 524V	Personally Effective Leadership	15 hours	
LDCT 503V	Problem Solving and Decision Making	9 hours	
LDCT 534V	Strength Through Diversity (NEW)	9 hours	
LDCT 501V	Workplace Communication	12 hours	
LDCT 699V	Leadership Program Assessment (end of program)		
<b>Elective Courses (24 hours required)</b>			
LDCT 535V	Building Relationships with Indigenous People (NEW)	9 hours	
LDCT 522V	Bullying, Abuse of Authority and Human Rights	6 hours	
LDCT 531V	Coaching Conversations	3 hours	
LDCT 600V	Dealing With Difficult Interactions	6 hours	
LDCT 536V	Financial Literacy for Leaders (NEW)	6 hours	
LDCT 507V	Great Meetings!	6 hours	
LDCT 537V	Leading for Work/Life Balance (NEW)	6 hours	
LDCT 529V	Leading the Multi-generational Workforce	6 hours	
LDCT 512V	Orientation, Training and Development	9 hours	
LDCT 516V	Project Management	9 hours	
LDCT 509V	Speaking with Confidence	12 hours	
LDCT 532V	Speaking with More Confidence	6 hours	
LDCT 513V	Strategic Planning	12 hours	
LDCT 533V	The Art of Dialogue	9 hours	
LDCT 530V	Writing Skills for Leaders	12 hours	

***Complete this report to submit with your application.***



## ***CERTIFICATE PROGRAM APPLICATION***

To complete the program and obtain your certificate, fill out this application when you have completed the 141 required hours for the program.

Please attach the following documents to this application:

- Certificate of Attendance for each module as proof of completion
- Progress Report complete with dates
- Observations Reports for Core Modules

\*If you have not officially applied to Camosun College for the Leadership Development Certificate, please do so prior to submitting this application.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Number: \_\_\_\_\_

Statement of Completion:

I have completed the requirement of 141 hours and submit this application for permission to register in the Leadership Program Assessment course (LDCT 699V).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Once we receive your signed application and have verified this information, you will receive a "Permission to Register" email which permits you to register for the final component of the program, the *Leadership Program - Assessment* (LDCT 699V). Upon verification of registration, you will discuss with the Program Coordinator your options of completing and evaluation paper or preparing an oral presentation. This is your opportunity to demonstrate what you have learned in the program.

Upon successful completion of your assessment piece, you will receive your Certificate by mail.

**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](mailto:larosep@camosun.bc.ca)  
Phone: 250-370-4128