Leadership Certification Program
(as of August 2015)

Level I

Step 1: After completing the “Leadership Certification Participant Registration” form, all students must complete the “Leadership Certification Pre-Assessment Survey”. CLE staff will administer the survey to the student and collect it back before the student proceeds forward in this Level.

Step 2: Go into HuskySync and join the CLE Portal. Students will report their Activity Engagement and Community Service Hours through Husky Sync.

Step 3: Complete the following Engagement & Workshop requirements:

**ENGAGEMENT Requirements**

A. Serve as an active member for a **minimum of 5 hours** of a Living Learning Community, club, organization, athletic/intramural team, performing arts group, planning committee/board, etc... Active membership would be defined as participating in meetings, events, practices, performances, games, projects, conferences and/or initiatives led by that group. Hours need to be documented in HuskySync in their Involvement History.

B. **Serve as a volunteer and complete a minimum of 5 hours of community service work.** Community service work is defined as non-paid, meaningful experiences in which students are ‘serving or helping others.’ Hours need to be documented in HuskySync in their Involvement History.

**WORKSHOP Requirements** *(Must complete all 8 workshops in any particular order. Sign up in the CLE Office to attend)*

1. **Self-Assessment: Leadership Roles & Styles**
   Participants will focus on who they are as a person, identifying their strengths, weaknesses, values and needs. In addition, they will learn about the various roles a leader may take on. Once they have established a true picture of who they are, they will be guided through a process to identify various styles to fulfill the various leadership roles expected of them.

2. **Self-Structure: Career Path, Organizational Skills & GoodWork™ Initiative**
   Participants will create a Managed Action Plan (MAP), establishing personal and academic career goals and learn ways to organize their weekly routines to effectively manage their time. A review of the GoodWork™ Initiative (focusing on the principles of Excellence, Ethics & Engagement) will serve as a guide for students to understand how to structure themselves most effectively and fulfill the roles they have as students, citizens and leaders.

3. **Broadening Your Perspectives: Looking Beyond Yourself**
   Participants will gain an understanding of others in terms of their identity (culture, religion, gender, race, sexual orientation, class, ability, etc...) and what commonalities/differences they share. An examination of power, privilege, discrimination, and allied behavior will provide people with a more inclusive foundation to exhibit their leadership skills.

4. **Stages of Group Development & Decision Making**
   Participants will be educated about various leadership theories and practices in an effort to understand the different roles leaders play, how leadership can make an impact and what skill sets are needed to be successful leaders. A review of the various stages of group formation will be analyzed to help people comprehend how a leader can construct a path to success for their group/team.

5. **Skill Set Series Part 1: Communication & Conflict Management Skills**
   Participants will learn the different forms of effective communication methods to convey messages to others in 1 on 1 and small group settings. Active listening skills and how to resolve conflicts in a civil manner when they arise will be addressed. In addition, this session will discuss how to utilize constructive feedback and negotiate with others.

6. **Skill Set Series Part 2: Critical Thinking & Problem Solving Skills**
   Participants will learn various strategies they can utilize to effectively make decisions that will help them problem solve and troubleshoot issues they may face. The art of brainstorming with others and thinking critically (both in the moment and strategically in a proactive manner) will be an integral part of the workshop.

7. **Skill Set Series Part 3: Public Speaking Skills & Engaging Others**
   Participants will be educated on how to plan out their communication methods (verbal, handouts, ppts, etc..) for a larger group meeting or workshop presentation, identifying what messages they want to convey, how to engage their audience while their presenting, and how to recognize and navigate audience non-verbal cues. In addition, the art of positive thinking and strategies to cope with one’s nerves as a public speaker will be addressed.

8. **Skill Set Series Part 4: Interviewing Strategies & Skills**
   Participants will gain valuable insight regarding the different types of interviews they may experience and how to adequately prepare for each of them. Topics include: what to wear, researching the organization & position, the preparation of an ‘elevator speech’, sample questions to expect and strategies for articulating thoughts and messages.

**STEP 4:** AFTER attending all 8 workshops and completing all of the Activity Engagement & Community Service Hours, students must do the following:

a. Complete the “Self-Reflection Questions” and submit your responses to the CLE Office
b. Complete the “Leadership Certification Post-Assessment Survey” and submit it to the CLE Office