

## Elective Workshop Schedule

Choose three workshops below to meet the elective requirement for Advanced Leadership Certification. Select one date and time for each of these workshops. Note: ZKCP workshops are housed out of Key Career Place, and ZSSW workshops are housed out of Counseling.

### “Interpersonal Empowerment”

ZSSW

Discuss how to build healthy relationships and skills enhancing the interpersonal relationship.

Monday , October 13, 2008      3pm-4pm      MSS Room 208

### “Communicating Creates Our World”

ZSSW

Communication is an essential part of everyday life. Your communication abilities are as important to your success as your technical skills. Learn how to communicate more effectively at school, work and home.

Thursday , November 6, 2008      3pm-4pm      MSS Room 208

### “Assertive Training”

ZSSW

Discuss how to improve expressing one’s thoughts, emotions, and feelings in appropriate ways.

Monday , November 10, 2008      3pm-4pm      MSS Room 208

### “Business Etiquette Luncheon”

Three forks, two spoons—which one to use? Learn appropriate conversation, dress and table manners through this guided meal.

\$10 refundable deposit, Register in MCC102 beginning October 20th.

Wednesday , November 19, 2008      2pm-4pm      MCC Metro Room 2nd Fl

### “What to Do When You Don’t Know What To Do:

#### The Art of Problem Solving ”

ZSSW

Discover effective ways to sort through problems and issues using critical thinking skills and brainstorming techniques.

Thursday, December 4, 2008      10am-11am      MSS Room 208

### Key Career Place Workshops

ZKCP

Check the Metro Campus Key Career Place Workshop Schedule for dates, times & locations for the following:

Resume Workshop (ZKCP )

Dress To Impress (ZKCP)

CUYAHOGA COMMUNITY COLLEGE



# Student Leadership Certification Program

## Metropolitan Campus

### Why Get Certified?

- Get the skills to help you reach your leadership potential
- Network with leaders, future leaders, and employers
- Gain leadership experience through service projects
- Enhance your resume!

Where Futures Begin  
[www.tri-c.edu](http://www.tri-c.edu)

## Certificate Requirements

Workshops are free to Cuyahoga Community College Students currently registered in a credit course. You must have a 2.0 accumulative grade point average and complete the following five core workshops (in any order) to achieve any level of certification.

### “Leadership Philosophy & Exploration”

Define leadership and examine various leadership styles. Discover your own leadership style through self-assessment.

Tuesday, September 23, 2008 12:30pm-1:30pm MCC Student Lounge

Tuesday, September 30, 2008 12:30pm-1:30pm MCC Student Lounge

### “Time Management”

Learn how to concur procrastination to increase productivity and reduce stress. Topics include: goal setting, time monitoring, effective use of master calendars and prioritizing tasks.

Wednesday, October 8, 2008 12:30pm-1:30pm MCC Student Lounge

Tuesday, October 21, 2008 12:30pm-1:30pm MCC Student Lounge

### “Goal Setting”

Learn how to set personal and group goals. Topics include: setting SMART goals, short-term and long-term goal setting, recognizing obstacles and mission statements.

Wednesday, November 5, 2008 12:30pm-1:30pm MCC Student Lounge

### “Effective Meetings & Communication”

Learn how to prepare for discussions and use good communication skills to make meetings more productive. Topics include: meeting preparation, soliciting participation, meeting etiquette, effective presentation skills and meeting follow up.

Tuesday, November 25, 2008 12:30pm-1:30pm MCC Student Lounge

### “Team Building /Empowering Others”

Understand team dynamics to increase group effectiveness. Topics include: team member roles, norms, decision making and stages of team development.

Tuesday, December 2, 2008 12:30pm-1:30pm MCC Student Lounge

These workshops are non-credit courses and registration is required. You can register for these workshops on *my Tri-C space*. Under the “My Info” tab, click on the “register” link. Select “CE” for Continuing Education, Non-Credit Courses and then select “ZLCP” (Leadership Certification Program) for the subject. You can also register for these workshops at the Campus Admissions & Records window or the campus computer kiosks.

## Certificate Requirements

Select a certification level (General, Advanced or Distinguished), complete the five core workshops and the respective additional requirements for the level you have selected.

### General Certification

Complete the five Core Workshops in any order:

#### Additional Requirements:

- Be a member of a Tri-C student club.
- Volunteer at a minimum of two campus activities. Volunteer time must add up to four hours total. Examples of campus activities include club fundraisers or any other event on campus.

\*Students will receive a certificate of completion.

### Advanced Certification

Complete General Certificate requirements plus any three of the following electives in any order:

- The Art of Problem Solving (ZSSW 1025)
- Business Etiquette Luncheon
- Resume Workshop (ZKCP )
- Dress To Impress (ZKCP)
- Communicating Creates Our World (ZSSW 1050)
- Interpersonal Empowerment (ZSSW 1031)
- Assertive Training (ZSSW 1048)

#### Additional Requirements:

- Volunteer at a minimum of one campus activity. Volunteer time must add up to two hours total. Examples of campus activities include club fundraisers or any other event on campus.
- Complete 10 hours of community service (volunteer hours conducted off campus). This can be related to your student organization or any other non-profit organization. Volunteer hours must be completed within the past two years prior to certification. These hours must be documented on company letterhead and include a description of the work, dates, number of hours volunteered and an official signature.

\*Students will receive a certificate of completion and a leadership portfolio.

### League of Distinguished

#### Certified Leaders

Complete Advanced Leadership Certificate requirements plus a three-credit leadership course:

- Leadership Development Studies, HUM-1100. You can register for this course through the campus Admissions and Records Office.

\*Students will receive a lapel pin and a certificate of completion.