

*"I took the leadership workshop and realized that anyone can lead with the right skills and confidence, and I feel that I will be an effective leader in future jobs."*

Bonnie Farago, Veterinary Technology student

*"I highly recommend the Leadership Certification Program. The instructors are knowledgeable, and the skills taught will enable you to work with others."*

Connie Myers, Dental Hygiene and Deaf Interpretive Services student

*"The Leadership Certification Program provides a great opportunity to learn how to be the best among students and workers. I definitely see it as an advantage, and I enjoyed the informative workshops."*

Melissa Dippel, Journalism & Mass Communication student

*"I became interested in the Leadership Certification Program because it was a great addition to my résumé. The workshops I attended were fun and useful experiences."*

Ulyana Ivankiv, Accounting student



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[www.tri-c.edu/studentlife](http://www.tri-c.edu/studentlife)

CUYAHOGA COMMUNITY COLLEGE  
WESTERN CAMPUS

# Leadership Certification Program



**FALL SEMESTER 2009**



## Why Get Certified?

- You will gain skills that will help you reach your leadership potential.
- You will network with leaders, future leaders and employers.
- You will gain leadership experience through community service.
- You will earn academic credit by taking the leadership course.
- It will look great on your résumé!

## Certification Requirements

### General Certification

Complete the following five core workshops in any order:

1. Time Management Skills (ZLCP 1002)
2. Effective Meetings & Communication (ZLCP 1004)
3. Leadership Exploration (ZLCP 1000)
4. Leading with Goals (ZLCP 1003)
5. Team Building/Empowering Others (ZLCP 1001)

#### *Other Requirements:*

- Be a member of a Tri-C student club. Only a student can be a member of a club. A student is anyone who has paid for a credit or non-credit course.
- 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 must have a 2.0 accumulative grade point average and be in good standing at the time of application.

Students will receive a certificate of completion.

## Advanced Certification

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

- Servant Leadership (ZLCP 1007)
- Business Etiquette Luncheon (ZKCP 1002)
- Career Lunch-N-Learn (ZKCP 1008) (*only certain Career Lunch-N-Learns apply*)
- Conflict Management (ZSSO 1004)
- Decision Making (ZSSL 1006)
- Diversity (ZSSL 1010)

*Note:* ZKCP workshops are housed out of Key Career Place, and ZSSO and ZSSL workshops are housed out of Counseling.

#### *Other Requirements:*

- Be a member of a Tri-C student club. Only a student can be a member of a club. A student is anyone who has paid for a credit or non-credit course.
- 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 must have a 2.0 accumulative grade point average and be in good standing at the time of application.

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

**Leadership workshops are available on all campuses and online!**

**Register online at:**  
*my Tri-C space* (<http://my.tri-c.edu>)  
or call **216-987-3075**

## 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.

**WORKSHOPS ARE FREE OF CHARGE TO TRI-C STUDENTS.** You may attend as many or as few workshops as you would like. These workshops are non-credit courses and registration is required.

You may register 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 may also register for these workshops by calling **216-987-3075**.

If you have any questions about this program, please call Ginny Krouse at 216-987-5460.

### Core Workshop Descriptions

#### Time Management Skills

Demonstrate an understanding of various time management techniques. Apply strategies for conquering procrastination.

#### Effective Meetings & Communication

Plan for productive meetings. Accomplish team goals through meetings. Demonstrate an awareness of effective verbal and nonverbal communication.

#### Leadership Exploration

Define leadership and recognize his/ her personal leadership style. Identify various leadership styles and the pros and cons for each. Create effective personal vision and mission statements.

#### Leading with Goals

Set SMARTER short-term and long-term goals. Create effective mission statements for groups.

#### Team Building/Empowering Others

Accomplish work and deal effectively as part of a team. Recognize and demonstrate the different roles of team members. Apply the tools used to successfully perform as a team.

## Core Workshop Schedule

Choose which workshops you would like to attend and select one CRN for each workshop.

### Time Management Skills (ZLCP 1002)

- M, October 5, 2-3 p.m. CRN: 88426  
*Location: Upper Cafeteria*
- S, November 7, 10-11 a.m. CRN: 88427  
*Location: WBT C118*
- Online at your convenience CRN: 88439

### Effective Meetings & Communication (ZLCP 1004)

- W, October 7, 6-7 p.m. CRN: 88428  
*Location: Upper Cafeteria*
- S, November 7, 11 a.m.-noon CRN: 88429  
*Location: WBT C118*
- Th, November 12, 2-3 p.m. CRN: 88430  
*Location: Upper Cafeteria*
- Online at your convenience CRN: 88440

### Leadership Exploration (ZLCP 1000)

- M, October 26, 2-3 p.m. CRN: 88431  
*Location: WSS G4A*
- S, November 7, noon-1 p.m. CRN: 88432  
*Location: WBT C118*
- Online at your convenience CRN: 88441

### Leading with Goals (ZLCP 1003)

- S, November 7, 2-3 p.m. CRN: 88433  
*Location: WBT C118*
- Th, November 19, 2-3 p.m. CRN: 88434  
*Location: Upper Cafeteria*
- Online at your convenience CRN: 88442

### Team Building/Empowering Others (ZLCP 1001)

- W, November 4, 6-7:30 p.m. CRN: 88435  
*Location: Upper Cafeteria*
- S, November 7, 3-4:30 p.m. CRN: 88436  
*Location: WBT C118*
- T, December 1, 2-3:30 p.m. CRN: 88437  
*Location: Upper Cafeteria*
- Online at your convenience CRN: 88443

## 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 ZSSO and ZSSL workshops are housed out of Counseling.

### Career Lunch-N-Learn: How to Build Your Entire Professional Wardrobe on a College Student's Budget (ZKCP 1008)

- W, October 21, noon-1 p.m. CRN: 88132  
*Location:* Upper Cafeteria

### Business Etiquette Luncheon

(ZKCP 1002)

- S, October 24, noon-2 p.m. CRN: 88454  
*Location:* Bucci's Lounge @ The Crowne Plaza

*The luncheon will be held at Bucci's Lounge @ The Crowne Plaza: 7230 Engle Road, Middleburg Heights, Ohio, 44130. A \$5 nonrefundable fee must be paid in advance to the Business Office.*

### Career Lunch-N-Learn: What is

#### LinkedIn? (ZKCP 1008)

- W, November 18, noon-1 p.m. CRN: 88130  
*Location:* Upper Cafeteria

### Servant Leadership (ZLCP 1007)

- M, November 2, 3-4 p.m. CRN: 88438  
*Location:* Upper Cafeteria

### Conflict Management (ZSSO 1004)

- M, October 5, 2-3 p.m. CRN: 88808  
*Location:* WSS 108
- W, November 18, noon-1 p.m. CRN: 88809  
*Location:* WSS 108

### Decision Making (ZSSL 1006)

- F, October 30, 1-2 p.m. CRN: 88818  
*Location:* WSS 108
- F, November 20, noon-1 p.m. CRN: 88819  
*Location:* WSS 108

### Diversity

(ZSSL 1010)

- W, October 7, noon-1 p.m. CRN: 88829  
*Location:* WSS 108
- T, October 27, 2-3 p.m. CRN: 88830  
*Location:* WSS 108
- T, November 10, 5-6 p.m. CRN: 88831  
*Location:* WSS 108

### Career Lunch-N-Learn: How to Build Your Entire Professional Wardrobe on a College Student's Budget

Listen to Candace Bradfield, professional image consultant, as she discusses how to build a professional wardrobe on a small budget.

### Business Etiquette Luncheon

Business breakfasts, interview lunches. It may be part of your job to attend any of these events. Your role is to make yourself—and your company look good! At our Business Etiquette Meals, learn tips for making business dining second nature.

### Career Lunch-N-Learn: What is LinkedIn?

If you are not already on LinkedIn, then this workshop is for you. Learn how you can use LinkedIn to build your professional network while in college and help you land the job you want. This workshop will be facilitated by the Director of Key Career Place West, Stephanie Morales.

### Conflict Management

Learn what type of communicator you are, how to handle conflict, ways to choose your words and how to come to a healthy compromise.

### Decision Making

Learn fundamental guidelines for making tough decisions.

### Diversity

Explore the many different types of diversity. Learn how to promote respect for yourself and others.

Register online at: *my Tri-C space* (<http://my.tri-c.edu>) or call 216-987-3075

**Workshops are free and now available online.**