Leadership Certification Program

Cuyahoga Community College
Eastern Campus

FALL SEMESTER 2016

Leadership Certification Super Session Workshops
Complete all four core workshops in one day. Topics include leadership exploration, leading with goals, time management skills, conflict and communication.

Friday, Oct. 14 | 10 a.m. - 2:45 p.m.
CRN 40904 (ZLCP 1026)
Location: ESS 1301

Saturday, Oct. 22 | 9 a.m. - 1 p.m.
CRN 40903 (ZLCP 1026)
Location: ESS 1301

Diversity Awareness/Multicultural Understanding
Increase your awareness of the various dimensions of diversity and what it means to live in a diverse world. Recognize the value of our differences and learn how to foster an environment of awareness, respect, and community.

Topics include: age-related issues, disability, race, creed, gender, sexual orientation, national origin and socioeconomic status.

Friday, Oct. 14 | 3 - 4 p.m.
CRN 40901 (ZLCP 1011)
Location: ESS 1301

Friday, Oct. 28 | 10 - 11 a.m.
CRN 40902 (ZLCP 1011)
Location: ESS 1301

Business Etiquette Luncheon
Learn how to maintain professionalism during a multi-course meal.

Topics include: dining protocols, mealtime interviewing, appropriate conversation topics and proper body language.

Friday, Nov. 18 | Noon - 2 p.m.
Location: President’s Plaza 3

Students must register for the Business Etiquette Luncheon in the Student Life office, ESS 1219.

Why Get Certified?

• Gain skills that will help you reach your leadership potential.
• Network with leaders, future leaders and employers.
• Obtain leadership experience through community service.
• Earn academic credit by taking the HUM-1100 leadership course.
• Certification looks great on your résumé!

Workshops are free of charge to Cuyahoga Community College (Tri-C®) students. The workshops are non-credit courses and registration is required. There is no deadline to complete the Leadership Certification Program; however, students are encouraged to complete certification during fall and spring semesters.

To register for the workshops, call 216-987-3075 with the CRN or in person at the Campus Enrollment Center.

Once your requirements have been fulfilled, complete the application on the reverse side and drop it off at the Student Life office in ESS 1219.

Office of Student Life
EASTERN CAMPUS
4250 Richmond Road
Highland Hills, Ohio 44122
216-987-2045
www.tri-c.edu

Students must register for the Business Etiquette Luncheon in the Student Life office, ESS 1219.

Registration deadline: Friday, Nov. 4, 2016.
A non-refundable $5 fee is required at the time of registration for any currently enrolled Tri-C leadership certification students. All others: $20. Proper business attire is required.
## Certification Requirements

### General Certification
Complete one of the October half-day Super Sessions (dates and times listed on the other side).

### Other Requirements
- Be a member of a Tri-C student club or attend two campus events or Career Center workshops.
- Volunteer for two campus activities. (For example: club fundraiser)

### Advanced Certification
Complete the General Certificate requirements plus these workshops below and 10 hours of campus or community service:
- Diversity Awareness
- Business Etiquette Luncheon

### League of Distinguished Certified Leaders
Complete the Advanced Leadership Certificate requirements and the three-credit hour HUM-1100 Leadership Development Studies course.
Spring 2017 Semester, 14-week class, CRN 15480, Thursdays 5:30 - 8:30 p.m.

### Application Requirements
Students must complete an application in order to obtain certification. Completed applications must be received by Monday, Nov. 14, 2016 to be recognized at the Business Etiquette Luncheon on Friday, Nov. 18, 2016.

### Workshops Attended

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Leadership Exploration</td>
<td></td>
<td>Leading with Goals</td>
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<tr>
<td>Time Management</td>
<td></td>
<td>Conflict &amp; Communication</td>
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<tr>
<td>Business Etiquette Luncheon</td>
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<td>Diversity Awareness</td>
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### Tri-C Student Club(s) which you are a member:

OR

### Two Campus events attended:
Event and date: ______________
Event and date: ______________

### AND Volunteer for two campus activities (i.e.: a club fundraiser or the food pantry)

1. Name of activity: __________________________ Date: ______________
   Event coordinator’s signature: __________________________
   Hours volunteered: __________ Coordinator telephone number: __________________________

2. Name of activity: __________________________ Date: ______________
   Event coordinator’s signature: __________________________
   Hours volunteered: __________ Coordinator telephone number: __________________________

### 10 Hours of campus/community service (for advanced and distinguished certificates)

1. Name of activity: __________________________ Date: ______________
   Event coordinator’s signature: __________________________
   Hours volunteered: __________ Coordinator telephone number: __________________________

2. Name of activity: __________________________ Date: ______________
   Event coordinator’s signature: __________________________
   Hours volunteered: __________ Coordinator telephone number: __________________________

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**Workshops are FREE!**