

To All CGEA Members:

New Format for the EDUCATIONAL LEADERSHIP MANAGEMENT CERTIFICATE PROGRAM (ELMCP)

In the past, 3 years were required to complete the ELMCP. In reviewing our progress and feedback from the participants, we have revised the format and the program. Each year, we will be offering 2 separate sessions that lead to 2 different certificates.

The first year of involvement (which includes a project) will result in the ***BASIC EDUCATIONAL LEADERSHIP MANAGEMENT CERTIFICATE***. In these sessions, you will focus on understanding how you are already involved in leadership. In this case, it is personal leadership, taking steps to aid you in developing the career you want and learning about how to improve communication skills, which are crucial for your success. Following the session, you will be required to complete a personal improvement project, using the skills learned.

The second year you may choose to pursue the ***ADVANCED EDUCATIONAL LEADERSHIP MANAGEMENT CERTIFICATE***. These sessions will start you on your journey of understanding organizations and working within the system. The focus will be on negotiation and conflict resolution, first for yourself and then as a leader. Following the program you will be required to develop a leadership-portfolio, highlighting the use of leadership skills learned throughout the program. Completion of the Basic Program is a prerequisite for enrolling in the Advanced Program.

For those of you who began the course in 2006, you can enroll this year in the Advanced ELMCP. Below is the outline for both of this year's programs. We look forward to seeing you there!

BASIC EDUCATIONAL LEADERSHIP MANAGEMENT CERTIFICATE.

1) Mission, vision and values – 90 minutes

Developing your own career requires some reflection. What do you value about your position and your possible career? How do those values help you shape what you see yourself accomplishing in the short term and long term (your vision)? How will you make a difference (your mission)? How can you maximize the possibility of success? All too often, we let the activities of our days determine this. This session will help you clarify your career plan by explicitly defining your goals and objectives.

2) Effective Communications – 90 minutes

One of the key skills for any leader is the ability to effectively communicate. Many problems occur because the sender's message was unclear or the receiver was not ready to hear the message. To be a good communicator, you must also be a

good listener. This interactive session will help you identify your communication style and how to communicate with people of different styles. It will also examine the fundamentals of quality communication by identifying ways to strengthen communication and reduce “communication killers.” This session will also introduce methods on how to become a more active listener.

3) Assignment: Personal growth project

Developing new leadership skills takes deliberate practice. At the end of the session, participants will select at least one skill that they would like to improve as the focus of their personal growth project. Specific measures will be identified and an action plan and timeline created. Submission of the results after 1 year will be required to complete the basic certificate program.

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Certificate of completion will be issued following attendance at both components and completion of the Personal Growth Project. We anticipate this certificate can be completed in one year.

ADVANCED EDUCATIONAL LEADERSHIP MANAGEMENT CERTIFICATE.

1) Advanced Communication Skills for Leaders – 90 minutes

Most of the conflict we address has, at its root, failure of communication. They are, however, exacerbated by the culture of the organization in which they occur. This session will review basic communication skills and provide strategies to address common, although complex, communication issues you face in a leadership position. Examples may include: dealing with difficult employees, making expectations clear across generations and negotiating for yourself.

2) Conflict Resolution

Have you ever found yourself, as a leader, in a position of advocating for or implementing a project where there is clear opposition from groups within the organization? This session will present strategies that may assist in being successful in these types of situations. Participants will have the opportunity to practice several models of conflict resolution and identify strategies that may assist them in their current positions.

3) Assignment: Leadership Portfolio

Reflection is a key to continued growth. At the end of this session, participants will be provided with a template and examples of “evidence” of success as a leader. In the year following this session, participants will be asked to document use of leadership skills as well as reflection on failures and successes. The portfolio submission will be required for completion of the program.

Certificate of completion will be issued following attendance at both components of the session and submission of the Leadership Portfolio. We anticipate this certificate can be completed in one year.

If you have questions about the ELMCP, please email Dr. Fred McCurdy (fred.mccurdy@ttuhsc.edu) or call Fred at 806-354-5432 (his staff assistant's name is Cynthia Campbell).