



Leadership Excellence Certification (LEC)[™]

Certification Process and Requirements

The **Leadership Excellence Certification (LEC)** is a three tier process.

Tier one is **Supervising Excellence**. Tier two is **Organizational Excellence**. Tier three is **Strategic Excellence**. Upon completing all three tiers, evaluations, and a Personal Leadership Development Plan, Leadership Excellence Certification will be awarded.

Those who complete certification will be recognized at the Governor's Conference as having attained **Leadership Excellence Certification (LEC)** and presented with a Leadership Institute certificate, appropriate for display.

TIER 1 **Supervising Excellence**

- **Foundations of Leadership**
- **DISC Model of Communication**
- **Supervising & Empowering**
- **Priority Setting**

TIER 2 **Organizational Excellence**

- **Enhancing Leadership Effectiveness Using Myers-Briggs**
- **Conflict Resolution**
- **Leading a High Performance Team**
- **Leading Change**

TIER 3 **Strategic Excellence**

- **Get The Big Things Right - Strategic Thinking/Planning**
- **Communicating the Vision/Purpose/Values**
- **Developing the Leader Within**
- **Creating a Culture of Engagement**



Supervising Excellence – Tier 1

Foundations of Leadership

This session introduces the key areas of leadership development and establishes a baseline for leadership growth and enhancement. Participants will learn about and discuss the core principles of leadership, understand the shifting paradigm of leadership and conduct a self-assessment of their leadership competency

Not Right or Wrong, Just Different: Understanding Yours and Others Behavior & Personality through DISC

People are influenced and motivated differently! Have you ever wondered why you can say one thing to one person, and get a certain response, then say exactly the same thing to another person, and get a different response? The basic reason is because people have different personality styles, and each personality has a different priority. Knowing personality styles helps you to understand yourself and others! This session will introduce attendees to DISC (“D” is the Dominant type; “I” is the Inspiring type; “S” is the Supportive type; “C” is the Cautious type). This information will help attendees to better understand themselves and others as a first step towards better communication and understanding in the workplace and at home.

Setting Priorities from the Inside Out

You can't manage time – time just is! You can only manage yourself and how you make the most of your time. Using your time effectively includes the principles and systems that people utilize to make a conscious decision on priorities that will occupy their time. These core activities include managing activity and energy, defining desired outcomes, and determining actions that must be completed in a specific time frame.

Supervising and Empowering

This session encourages leaders to develop direct reports through empowering assignments and leadership development exercises that result in professional growth and competence. Participants will know the difference between a boss and a leader and will be enabled to develop others.



Organizational Excellence – Tier 2

Enhancing Your Leadership Effectiveness

Leaders for the 21st Century must understand that leadership requires enhancing relationships and creativity among team members. Caring, showing interest, fairness, demonstrating trustworthiness, and understanding while at the same time managing ambiguity, diversity, and system complexity are directly related to the success of the 21st century leader. Participants will learn that failure and success are primarily tied to developing constructive relationships among members of the team; having effective communication between leader and team members; and demonstrating the value of human differences.

Working with You is Killing Me – Conflict Resolution

The toughest part of any job is dealing with the people around you. In this session, you will learn the process of conflict and its resolution. Conflict is not fun for most of us, but avoiding it can cause irreparable damage to you and your team. Clarifying the facts, the players and the positions in the conflict are key to the start of a real discussion on the most workable options to move to the most positive outcome

Leading a High Performance Team

Trust, agility, communication and systematic encouragement are hallmarks of a high-performance team. Participants will have the opportunity to diagnose and rate the qualities that make their team effective. Participants will identify the qualities that make for a high performance team, learn effective team building techniques, reaffirm the value and effectiveness of the team process and understand the leader as a team builder.

Change is Good, You Go First! – Leading Change

You will focus on the impact of change and review the eight steps in the change process. Participants will be equipped to be proactive rather than reactive to change, enabled to better lead an organization in a rapidly changing environment and understand the skills necessary to take charge of change.



Strategic Excellence – Tier 3

Get the Big Things Right - Your Future Depends on It

Participants will work through the elements of strategic planning: Vision, Strategy, Leadership (Direction, Movement, and Alignment) and Measurement. The ability to recognize the difference between tactical and strategic planning and thinking will become clear. Participants will gain a deeper appreciation for the impact of vision. This session will provide the building blocks for a strategic plan for your CVB.

Creating a Culture of Engagement

According to Gallup 7 out of 10 workers are apathetic or totally disengaged. The root cause – Dysfunctional organizational culture. Participants will learn about the impact culture has on an organization and discuss how to create an engaging environment that motivates, stretches and inspires your team. The climate and culture of an organization is determined by a variety of factors, including artifacts, espoused beliefs and values, and underlying assumptions. Participants will understand what organizational culture means, what influence culture has on an organization, and discuss how one goes about building, influencing, or changing an organization's culture.

Walk the Talk - Communicating Vision, Purpose, & Values

Top-level leaders have to think differently about how they lead, from business operations to personnel and resource challenges. It is your role to ensure that your team is fulfilling the organization's mission to its fullest potential, while taking deliberate steps towards realizing the envisioned future - and taking care to honor shared organizational values along the way.

What Got You Here Won't Get You There - Developing the Leader Within

A personal commitment to individual leadership development is essential for growth and advancement. Your present skills are unlikely to be enough for the challenges in the future. The bottom line is, those who are personally committed to grow and adapt will be the most successful and have a greater sense of well-being. Participants will gain a renewed personal commitment to actively and continuously work at leadership development; an understanding that different situations and levels of responsibilities will call for different skills and approaches; create an ACTION strategic developmental plan that enhances strengths and compensates for weaknesses and establish a system of feedback and accountability.



Leadership Excellence Certification Maintenance

Leadership Excellence Certification (LEC) recipients are required to complete annual leadership training in order to maintain certification. Two courses/sessions annually must be completed in order for **LE** certification to remain valid. The Leadership Institute at Columbus State University recognizes five methods of satisfying this requirement:

- Submission of Outside Course Materials to the **LEC** committee for review:
 - Submit (to The Leadership Institute) materials from any leadership development course, conference, seminar or workshop, online or in person, taken outside of The Leadership Institute at Columbus State University related to Leadership Development
- Annual Advanced **LEC** Course Offerings at GACVB Annual Meeting or online:
 - Sign in for and participate in any panel or session labeled 'Advanced LEC Session' offered at the GACVB Annual Meeting or attend an online Advanced LEC session when offered
- College or University Courses:
 - The successful ('B' or better) completion of a College or University course related to Leadership Development.
- Petition
 - Submit petition along with appropriate materials to be reviewed by The Leadership Institute at Columbus State University for possible acceptance as **LEC** maintenance hours.

Lapsed Certification:

If an individual does not complete the two required courses/sessions of certification maintenance their LE certification will go into an "Inactive" status.

- While "Inactive" the individual is not permitted to use the **LEC** credential.
- An individual may return to an "Active" status by applying for reinstatement.
- To have certification reinstated an individual must submit documentation of 4 courses/sessions of leadership development maintenance work.