

Office of Community Colleges and Workforce Development

255 Capitol Street NE
Salem, OR 97310-0203

For Planning Purposes Only

8/18/15 Version

**Non-Credit Training Certificate
Certificate Worksheet**

Certificate Title: _____ Term: _____ Year: _____

Approval Criteria Checklist (prior to submission of application):

- Classification of Instructional Programs (CIP) Code is identified
- Certificate is a minimum of eighteen (18) hours and maximum of two hundred-ten (210) hours
- Contact hours for ALL courses do not exceed two hundred-ten (210) maximum hours
- Course(s) are non-credit
- Course(s) include an Assessment (of measurable outcomes)
- Course outcomes are included
- Certificate is/will be transcribed
- Chief Academic Officer has validated the Certificate/course standards
- Certificate approval - Certificate is submitted to CCWD within ninety (90) days from the start of the course (still needs resolution)
- Certificate approval - Certificate is coded in Webforms (state on-line approval system) as Award Category #

Number	Course Title & Description	CIP Code	Outcomes included? (Y/N)	Number of Clock Hours	TOTAL Clock Hours
TOTAL Number of Clock Hours					

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: Leadership Academy

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	CIP Code	Outcomes Included	Number of Clock Hours	Total Clock Hours
XSDP-C010	Leadership Academy – Leading Individuals	52.0201	Y	23	23
XSDP-C011	Leadership Skills Practicum – Leading Individuals	52.0201	Y	5	5
XSDP-C012	Leadership Academy – Building Teams	52.0201	Y	23	23
XSDP-C013	Leadership Skills Practicum – Building Teams	52.0201	Y	5	5
XSDP-C014	Leadership Academy – Organizational Impact	52.0201	Y	23	23
XSDP-C015	Leadership Skills Practicum – Organizational Impact	52.0201	Y	5	5
XSDP-C016	Leadership Academy – Capstone Project	52.0201	Y	25	25
TOTAL Number of Clock Hours					109

Certificate Description:

This three part interactive workshop will focus on beginning leadership skills needed for upcoming and emerging leaders in the workplace. Students will learn about their own leadership styles as well as how to lead individuals, build a team and how to positively impact their organization.

Student Learning Outcomes:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Describe the difference between the roles of leading individuals and building/leading teams.
3. Describe the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives.
4. Demonstrate application of their leadership skills by completing a work based project.

Syllabus Requirements: [Course Syllabus Required Elements](#)

Clackamas Community College
Workshop Outline

Course Prefix: XSDP
Course Number: C010

Title of Workshop: Leadership Academy- Leading Individuals

Hours of Instruction: 23 lecture *(must choose one of the following 3 descriptors to go with hours offered: lecture, lecture/lab, or lab)*
Date(s) Offered: Fall 2016

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *(to be filled out when CTE Supplementary approval is chosen)**

Instructor: TBD
Department: Customized Training

Workshop Description:

This interactive workshop will focus on the beginning leadership skills needed for leading individuals in business/industry/organizational settings. Participants will learn the difference between the roles of individual contributors and leaders of individual. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Demonstrate beginning skills needed for leading individuals

Major Topic Outline:

1. Your leadership journey
2. Effective communication
3. Workplace diversity
4. Adaptive leadership
5. Effective delegation

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Safety:</u>	These courses are noncredit and promote safe practices over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Workforce:</u>	These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Hobby & Recreation:</u>	These courses are taken for enjoyment which result in physical activities that individuals could reasonably be expected to participate in during most of their adult lives, those which result in the collection of objects or the production of works. These courses are non-reimbursable.
<u>CTE Supplementary:</u>	Courses whose intent is to upgrade existing skills and/or designed for persons already employed and seek to improve their job skills or knowledge or for career advancement. These courses must be at least 1 contact hour in length to qualify for reimbursement.*
<u>Other/Unknown:</u>	Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.

Clackamas Community College
Workshop Outline

Course Prefix: XSDP
Course Number: C011

Title of Workshop: Leadership Skills Practicum - Leading Individuals

Hours of Instruction: 5 lab
Date(s) Offered: Fall 2016

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *Supervisory training all industries (to be filled out when CTE Supplementary approval is chosen)**

Instructor: TBD
Department: Customized Training

Workshop Description:

This interactive workshop will focus on demonstrating the beginning leadership skills needed for leading individuals in business/industry/organizational settings. Participants will learn the difference between the roles of individual contributors and leaders of individual. An emphasis will be given to application and demonstration of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Demonstrate beginning skills needed for leading individuals

Major Topic Outline (demonstration of the following):

2. Effective communication
3. Appreciating Workplace diversity
4. Adaptive leadership
5. Effective delegation

Definitions for Adult Continuing Education Approvals:

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Workforce: These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.

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Other/Unknown: Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.

Clackamas Community College

Workshop Outline

Course Prefix: XSDP
Course Number: C012

Title of Workshop: Leadership Academy – Building Teams

Hours of Instruction: 23 lecture

Date(s) Offered: Winter 2017

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry:

Instructor: TBD

Department: Customized Training

Workshop Description:

This interactive workshop will focus on the beginning leadership skills needed for building teams in business/industry/organizational settings. Participants will learn the difference between the roles of leading individuals and building/leading teams. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the difference between the roles of leading individuals and building/leading teams.
2. Demonstrate beginning skills needed for building/leading teams.

Major Topic Outline:

1. Building and sustaining trust
2. Conflict resolution
3. Maximizing team performance
4. Training others

Definitions for Adult Continuing Education Approvals:

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Workforce: These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.

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Other/Unknown: Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.

Clackamas Community College

Workshop Outline

Course Prefix: XSDP
Course Number: C013

Title of Workshop: Leadership Skills Practicum - Building Teams

Hours of Instruction: 5 lab

Date(s) Offered: Winter 2017

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *Supervisory training all industries*

Instructor: TBD

Department: Customized Training

Workshop Description:

This interactive workshop will focus on demonstrating the beginning leadership skills needed for building teams in business/industry/organizational settings. Participants will learn the difference between the roles of leading individuals and building/leading teams. An emphasis will be given to application and demonstration of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the difference between the roles of leading individuals and building/leading teams.
2. Demonstrate beginning skills needed for building / leading teams.

Major Topic Outline (demonstration of the following):

1. Building and sustaining trust
2. Conflict resolution
3. Maximizing team performance
4. Training others

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
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<u>Other/Unknown:</u>	Courses that do not fall into the other defined Adult Continuing Education categories. These courses will most likely be non-reimbursable but in the event they are approved as reimbursable, then the course must be at least 6 contact hours in length to qualify for reimbursement.

Clackamas Community College
Workshop Outline

Course Prefix: XSDP
Course Number: C014

Title of Workshop: Leadership Academy- Organizational Impact

Hours of Instruction: 23 lecture *(must choose one of the following 3 descriptors to go with hours offered: lecture, lecture/lab, or lab)*
Date(s) Offered: Spring 2017

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *(to be filled out when CTE Supplementary approval is chosen)**

Instructor: TBD
Department: Customized Training

Workshop Description:

This interactive workshop will focus on the beginning leadership skills needed for leading teams in business/industry/organizational settings that have organizational impact. Participants will learn the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives.
2. Demonstrate beginning skills needed for leading teams with organizational impact.

Major Topic Outline:

1. Setting goals and reviewing results
2. Decision making
3. Driving change
4. Performance and accountability

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Safety:</u>	These courses are noncredit and promote safe practices over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
<u>Workforce:</u>	These courses are open-enrollment based and noncredit that on the knowledge, skills and personal abilities people need to succeed in the workplace, increase life skills and engage in civic participation. These courses must be at least 6 contact hours in length to qualify for reimbursement.
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<u>CTE Supplementary:</u>	Courses whose intent is to upgrade existing skills and/or designed for persons already employed and seek to improve their job skills or knowledge or for career advancement. These courses must be at least 1 contact hour in length to qualify for reimbursement.*
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Clackamas Community College
Workshop Outline

Course Prefix: XSDP
Course Number: C015

Title of Workshop: Leadership Skills Practicum - Organizational Impact

Hours of Instruction: 5 lab (must choose one of the following 3 descriptors to go with hours offered: lecture, lecture/lab, or lab)
Date(s) Offered: Spring 2017

Workshop Continuing Ed Approval: (must choose one of the following. See definitions at bottom of outline for definitions)

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: Supervisory training all industries (to be filled out when CTE Supplementary approval is chosen)*

Instructor: TBD
Department: Customized Training

Workshop Description:

This interactive workshop will focus on the beginning leadership skills needed for leading teams in business/industry/organizational settings that have organizational impact. Participants will learn the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives.
2. Demonstrate beginning skills needed for leading teams with organizational impact.

Major Topic Outline (demonstration of coaching others toward):

1. Setting goals and reviewing results
2. Good Decision making
3. Driving change
4. Improving Performance and creating accountability

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
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Clackamas Community College
Workshop Outline

Course Prefix: XSDP
Course Number: C016

Title of Workshop: Leadership Academy – Capstone Project

Hours of Instruction: 25 lab *(must choose one of the following 3 descriptors to go with hours offered: lecture, lecture/lab, or lab)*

Date(s) Offered: All terms

Workshop Continuing Ed Approval: *(must choose one of the following. See definitions at bottom of outline for definitions)*

Health & Fitness Safety Workforce Hobby & Recreation CTE Supplementary * Other/Unknown

Targeted Industry: *(to be filled out when CTE Supplementary approval is chosen)**

Instructor: TBD

Department: Customized Training

Workshop Description:

Project Objective

Identify, take action, and resolve—or propose a resolution to—a work-based issue, situation or knowledge gap that can be addressed in a significant way. Choose a project that offers a positive impact for your organization. The subject and scope of your project, and the means to accomplish the objectives you identify, are very broad-based in definition.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Demonstrate application of their leadership skills by completing a work based project.
2. Create a paper, display or presentation that communicates tangible evidence of your results.

Major Topic Outline:

1. Identify topics for process improvement
2. Use learned leadership skills to develop project team
3. Plan and implement project
4. Document results
5. Display results/make presentation

Definitions for Adult Continuing Education Approvals:

<u>Health & Fitness:</u>	These courses are noncredit and focus on noncompetitive physical fitness and/or health courses that focus on the knowledge and skills that promote healthy lifestyles over a lifetime. These courses must be at least 6 contact hours in length to qualify for reimbursement.
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