

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 Essentials

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XSDP-C027	Leadership Essentials	58
TOTAL Number of Hours		58

Certificate Description:

This certificate is intended for current or future supervisors and managers to learn and practice impactful leadership skills they can apply immediately. Participants engage in hands-on, highly experiential, learning activities designed to be relevant to their specific working environment. Participants will explore what it takes to be an effective leader in their organization. They will learn to inspire people and influence improvement by developing effective teams. Participants will also practice making high quality decisions, stimulate growth, and appropriately deal with conflict and performance issues.

Student Learning Outcomes:

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

1. discuss approaches for building effective teams through earning trust, embracing differences, and efficiently dealing with conflict and performance issues;
2. apply effective communication techniques for delegating, coaching, and providing feedback;
3. demonstrate operative strategies for making high quality decisions, setting goals, influencing others, and maximizing team performance.

Major Topic Outlines:

1. Getting Started as a Leader
2. Making the Most of Workplace Differences
3. Coaching for Peak Performance
4. Delegating with Purpose
5. Building and Sustaining Trust
6. Managing Workplace Conflict
7. Maximizing Team Performance
8. Strategies for Influencing Others

9. Setting Goals & Reviewing Results
10. Making High Quality Decisions
11. HR Essentials
12. Addressing Poor Performance
13. Workplace Application and Capstone Project

Syllabus Requirements: Course Syllabus Required Elements

Clackamas Community College

Workshop Outline

Course Number: XSDP-C027
Title: Leadership Essentials
Hours: 58 LECT
Date(s) Offered: 2017-2018
Workshop Approval: 220-CTE
Targeted Industry: current or future supervisors and managers
Instructor: Matt Goff
Department: Customized Training
Credit/CEU: None

Description:

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Assessment Method:

1. Group discussions and activities during class

Definitions for Approvals:

<u>220-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>360-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.
<u>361-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>362-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>363-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>510-Unknown</u>	Courses that do not meet the intent of the other course definitions or are under 6 contact hours.
<u>511-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.