



*Emerging Leaders Certification Program*

**ELCP Overview**

<b>LEVEL I : <i>Understanding the Business of Henrico County</i></b>	
<i>Requirements</i>	
<b>CLASSES:</b>	<ul style="list-style-type: none"> <li>• Attend a half-day class: <i>ELCP: What it Takes To Be a Leader</i></li> <li>• Attend 16 hours of HR sponsored instructor-led class(es) that meet the <i>Understanding the Business of Henrico County</i> or Communication competency</li> <li>• Attend a 2 ½ hour class where you present the following:               <ul style="list-style-type: none"> <li>➢ Classes taken</li> <li>➢ Your projects</li> <li>➢ Review Level I of the Leadership Plan</li> </ul> </li> </ul>
<b>PROJECTS:</b>	<ul style="list-style-type: none"> <li>• Complete three projects (see “Level I Project Suggestions” form)</li> </ul>
<b>TIMEFRAME:</b>	<ul style="list-style-type: none"> <li>• Two years</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Understanding the Business of Henrico County</li> </ul>

## LEVEL II : *Customer Service the Henrico Way*

### *Requirements*

#### **CLASSES:**

- Attend 8 hours of HR sponsored instructor-led class that meets the *Serving Customers* competency
- Attend four two-hour quarterly discussion group sessions.

- Attend a 2 ½ hour class where you present the following:
  - Classes taken
  - Your project
  - Review Level II of the Leadership Plan

#### **PROJECTS:**

- Complete one customer service-related project of your choice

#### **TIMEFRAME:**

- Two years

#### **COMPETENCIES:**

- Communication
- Serving Customers
- Understanding the Business of Henrico County

## LEVEL III : *Self-Awareness and Leadership*

### *Requirements*

#### **CLASSES:**

- Attend two HR-sponsored instructor-led classes in the *Leadership/Professional Development* category (not including Retirement Planning seminars) that meets a competency listed below
- Attend five two-hour discussion group sessions.
- Attend a 2 ½ hour class where you present the following:
  - Classes taken
  - Your project
  - Review Level III of the Leadership Plan

#### **PROJECTS:**

- Complete one project (see “Level III Project Suggestions” form)

#### **TIMEFRAME:**

- Two years

#### **COMPETENCIES:**

- Communication
- Leading and Influencing
- Personal Accountability
- Results Driven

## LEVEL IV : *Empowering to Give Back*

### *Requirements*

#### **CLASSES:**

- Attend a full-day Level IV Orientation session
- Meet at least four times with ELCP Level IV candidates to create your group presentation
- Attend a four-hour class where you actively take part in a group presentation, review Leadership Plan, and share goal outcomes

#### **PROJECTS:**

- Create and focus on a personal leadership goal
- Create a group presentation with ELCP Level IV candidates

#### **TIMEFRAME:**

- One year

#### **COMPETENCIES:**

- Leading and Influencing
- Managing and Transferring Knowledge
- Personal Accountability
- Results Driven