

LDP

Leadership Development Program

Instructions for Completing Level IV

Requirements:

A total of 60 hours is required to complete Level IV. Twenty of those hours need to consist of a leadership project or projects that relate to specific Leadership Themes, which are provided on page two. See suggestions for projects listed under each Leadership Theme. You may engage in a different project than those shown as long as it relates to one of the themes listed.

PROJECT NOTE: *You may complete either one 20-hour project or two 10-hour projects, and no single project may count for more than 20 hours. Projects must either be new or currently ongoing – not already completed – at the time you begin Level IV.*

The remaining hours can be made up of classes, books, or additional projects, and must be related to the Leadership Themes you chose. For more information on hours, refer to the “Options for Earning Hours” document. There is no requirement that you take OLTD-sponsored classes in Level IV.

LDP Advisory Panel:

In lieu of submitting a portfolio, you will be required to justify your total 60 hours in front of an LDP Advisory Panel describing what you learned, how you applied your learning, and how your hours relate to the Leadership Themes you selected. You will also need to complete the *Leadership Plan*, Section D. This will help you prepare for the meeting with the LDP Advisory Panel by letting you know what topics you will discuss with them.

Steps to Completing Level IV:

1. Choose **one to two leadership themes** to focus on for your work in Level IV. The leadership themes are listed on pages two and three. **A maximum of two themes may be chosen.**
2. Complete the remaining 40 hours by taking classes, reading books, or working on additional projects related to the leadership themes you chose.
3. Complete Section D of the Leadership Plan. When documenting work completed, focus on what you learned and how the learning applies to the leadership themes you selected. See page four for examples.
4. Sign up for a 30-minute meeting with the LDP panel. You will receive an email in late Spring with the panel dates and details of the registration process.
5. Prepare for your meeting with the LDP panel by reviewing your completed Section D of the Leadership Plan. Some people also find it helpful to set up a meeting with their LDP advisor to discuss Level IV as they begin this process, although it is not mandatory.
6. Meet with the LDP panel to justify your 60 hours in Level IV, describing what you learned, how you applied your learning, and how your hours relate to the leadership themes you selected. Several weeks after the meeting, your LDP advisor will contact you either requesting more information or confirming that you have met the requirements for Level IV and providing next steps for completing Level V.

Leadership Themes:

A. *Leading People*

- Coaching or delivering feedback
- Mentoring
- Diversity and expanding cultural awareness
- Develop employees
- Conflict management
- Situational leadership and knowledge sharing
- Succession planning
- Facilitating teambuilding
- Team building

B. *Leading Process*

- Streamline a process
- Project planning
- Enhancing productivity
- Technology
- Cost-savings
- Budget
- Restructuring
- Using social media to enhance leadership effectively

C. *Leading Thinking*

- Change
- Innovation
- Strategic planning
- Creating vision/mission/values statements with your team
- Future planning with staff
- ID any issues and lead group in problem solving
- Interview someone at least two steps above you on “x” topic and do “y” with it

D. *Leading Yourself*

- Resilience
- Personal challenge
- Future you
- Mistake recovery
- Solicit feedback and set personal goals (beyond 20/20)
- Take the 20/20 feedback assessment again, or reexamine original 20/20, and act on improving
- Stretch assignments
- Effectively dealing with conflict

Leadership Plan Section D Example:

Below are two examples of how to document projects and classes in Section D of the Leadership Plan, focusing on what you learned and how the learning applies to the leadership themes you selected.

Please list and elaborate on the hours you completed for Level IV:

Brief description of project, research, book, or class:	Dates/hours	Leadership Theme	What did you learn and how did you apply this knowledge in your leadership role?
1. Project: Implemented cross-training initiative for my team in order to ensure consistent performance and knowledge among staff.	1/1/16- 2/2/16 20 hours	<input checked="" type="checkbox"/> Leading People <input checked="" type="checkbox"/> Leading Process <input type="checkbox"/> Leading Thinking <input type="checkbox"/> Leading Yourself	I learned that successfully leading a process requires having a clear objective and responding with flexibility to unexpected changes. I also discovered that several of my employees have natural leadership and training abilities, and I am now actively identifying opportunities to leverage the strengths of each person on my team.
2. Class: Feedback and Coaching for Performance	3/22/16 & 3/29/16 16 hours	<input checked="" type="checkbox"/> Leading People <input type="checkbox"/> Leading Process <input type="checkbox"/> Leading Thinking <input type="checkbox"/> Leading Yourself	I learned why the 5-step coaching model is effective when I gave constructive feedback to an employee for the first time. I discovered that providing specific examples of the behavior and explaining its impact on the team was the key in helping my employee improve his performance. I am now more confident in my ability to develop employees.
3.		<input type="checkbox"/> Leading People <input type="checkbox"/> Leading Process <input type="checkbox"/> Leading Thinking <input type="checkbox"/> Leading Yourself	
4.		<input type="checkbox"/> Leading People <input type="checkbox"/> Leading Process <input type="checkbox"/> Leading Thinking <input type="checkbox"/> Leading Yourself	