

LDP

Leadership Development Program

Options for Earning Hours

The below options are for earning hours in LDP. You may use any combination of classes, projects, and books to attain the hours necessary for achieving an award in LDP as long as you meet the minimum requirements for each level.

1. Pre-Approved Classes: A Minimum of 20 Hours Must Come from at Least One of the Below Options to Meet the Requirements for Levels I Through III

- ✓ OLTD (Organizational Learning and Talent Development) Open Enrollment classes: any class in the Henrico County Training Catalog designated as “Leadership/Professional Development” (with the exception of *Retirement* related classes) or “Management.”
- ✓ OLTD Specialized Training: any class offered in the “Specialized Training – OLTD” category

2. Pre-Approved Classes: Additional (count for up to 20 hours per class)

- ✓ OLTD-sponsored online courses (hours count per topic. Total online course credit can total more than 20 hours.)
- ✓ OLTD training for your team: any specially-requested class related to leadership taught to your team by OLTD, or an OLTD-sponsored vendor
- ✓ POLICE: General Instructor Training, General Instructor Training Recertification, FTO Leadership School, FTO Recertification, First Line Supervisor School, Fair and Impartial Policing, FBI-LEEDA SLI, FBI-LEEDA CLI, FBI-LEEDA ELI, Managing the Poor Performer
- ✓ FIRE: Acting Officer, Fire Officer 1, 2, 3, 4; Instructor 1, 2, 3; NFA Leadership in Supervision Series: Creating Environments for Professional Growth, Perspectives in Thinking, Frameworks to Success; Int’l Assoc. of Fire Chiefs COLS Level 1 (May 19-21, 2014) – 13.5 hours approved; HFOA
- ✓ SHERIFF: 2018 Sheriff Lieutenant Command Leadership Course; 2017 Sheriff Supervisor’s In-Service (January 30, February 13, 20, or 27)
- ✓ RECREATION AND PARKS: Discipline and FMLA; Interviewing Training; Risk Management: Worker’s Compensation and Liability Reporting Process
- ✓ Metro Richmond Public Safety Leadership Academy
- ✓ CIT (Crisis Intervention Training)
- ✓ ICS (Incident Command Training) or NIMS Training – any level
- ✓ Town Hall meetings with the County Manager
- ✓ Mental Health First Aid
- ✓ Workplace Emergency Preparedness

3. Leadership Classes That Have Not Been Pre-Approved (count for up to 20 hours per class)

- ✓ Some examples include college courses, online classes and webinars, classes you have taken through your department, classes you have taken from a professional organization, etc.
- ✓ You can earn up to **20 hours*** on an hour-for-hour basis for classes that enhance your leadership skills.

4. Leadership Projects

Levels I-III:

- ✓ Projects may either be focused on enhancing your personal leadership skills or can focus on addressing a critical issue in your department or the County. Some examples include chairing a committee, leading your team through a change process, mediating conflict between employees, revising operating procedures, making a presentation to enhance services, mentoring others, tangibly altering your communication style in specific situations, etc.
- ✓ You can earn up to **20 hours*** per project.

Level IV:

- ✓ The required 20-hour Level IV Leadership Project must relate to one or more Level IV Leadership Themes.*
- ✓ This 20-hour requirement may be split up into two 10-hour projects if you prefer. However, no single project may count for more than 20 hours.
- ✓ You may engage in additional projects that relate to the Leadership Themes for Level IV if you wish.

5. Leadership Books

Levels I-III:

- ✓ You can earn up to **10 hours*** per book you read to enhance your leadership skills.
- ✓ You may count up to two books per level for Levels I, II, and III.

Level IV:

- ✓ You can earn up to **10 hours*** per book you read that relates to your chosen Leadership Themes.
- ✓ You may count an unlimited number of books for Level IV.

*To receive credit for Levels I-III, complete an **Equivalency Review Form**. For Level IV hours, see **Instructions for Completing Level IV** handout on the Leadership Development Program page.

**For more information about the Leadership Development Program,
Visit <http://employees.henrico.us/info/ldp/> or contact
Organizational Learning and Talent Development at 501-7201.**