

FAQs – Staff Leadership Certificate Program – Fall 2008

What are the goals of the RFU Staff Leadership Certificate Program?

The goals of the program are many, and include:

- Development of a common set of practices and skills that will be used in a variety of applications across the University.
- Enhanced management and leadership skills of selected staff members, enabling more efficient and effective departments and programs.
- Establishment of a baseline of managerial competence necessary for all RFU employees who supervise staff.
- A meaningful and renewed dedication to the professional development of staff at RFUMS.

Who are the instructors for the certificate program, and what will the experience be like?

Courses in the Staff Leadership Certificate Program will be taught by the business-leader faculty at Lake Forest Corporate Education (LFCE). The certificate program will be offered at the Lake Forest campus of Lake Forest Graduate School of Management, where participants can focus on their learning, away from the demands of their everyday work. Classes will be interactive, collaborative, high-energy, rigorous and fun. There will be a maximum of 25 RFUMS participants.

Who can participate?

The certificate program is open to all staff members and must have supervisor approval. Participants will be chosen based on their current position duties and responsibilities, qualifications, and their potential for leadership success. We will accept nominations for part-time staff however they can only be allowed into the program if there is an opening. We would like as broad a base of departments and schools represented as possible.

Can I self-nominate?

All nominations must have supervisor approval.

If this certificate program is for RFUMS staff, what is the role of the RFUMS faculty?

Many members of the RFUMS faculty, including department chairs, have supervisory responsibility for staff members like managers, directors or administrative professionals. We encourage faculty with such capacity to nominate individuals on their staff who could significantly benefit from this learning experience.

How can I nominate a candidate for the certificate program?

The nomination process for 2008-2009 will begin on August 15, 2008. Nominations will be accepted both manually and electronically. The deadline for submitting nominations is September 12, 2008. There is no limit to the number of candidates you may nominate. An e-mail with the nomination form will be sent to on-campus Faculty & Staff.

How is the certificate program structured?

In 2008-2009 one group, with a maximum of 25 participants, will complete the 7-day certificate program. The program courses are broken into three sets of days, over several months. By allowing for time between the courses, the participants will be able to apply their new skills on the job, and report back to the LFCE faculty about the practical effectiveness of their education. The Staff Leadership Certificate Program is a comprehensive educational opportunity. Participants will also engage in a learning project to help apply and use the skills learned in the certificate program.

Dates for the 2008-2009 RFU Staff Leadership Certificate Program are as follows:

Session I	Session II	Session III
October 2008 (3 days) October 29, 30, 31	January 2009 (2 days) January 15, 16	April 2009 (2 days) April 2, 3

If I want to participate in the program, will I have to do a learning project?

Yes, the purpose of the RFU Learning Project is to challenge you to improve your leadership skills. Classroom learning is only part of the learning process. The other way is through application. The learning project gives you an opportunity to both learn and apply some of the new skills you will learn during the program, in meaningful ways, away from your day-to-day responsibilities. It allows participants the opportunity to apply what they've learned. We don't want this to take up a lot of time, but we do want you to make a contribution and practice the skills you are learning. You set the time frame, the expectations, and most importantly, you assess the results. Each group/individual can decide what the scope and length of your project commitment will be. Please visit the [EVP/COO website](#) for a list of RFU Learning Projects that have been completed (or are in progress) by previous participants.

Why LFCE?

Lake Forest Corporate Education is a strategic business unit of Lake Forest Graduate School of Management. LFCE's mission is building organizational capabilities. They help their clients achieve business goals by delivering powerful, customized management education that gets measurable results, quickly.

RFUMS chose LFCE to deliver its Staff Leadership Certificate Program for several reasons. With proven expertise in practical, measurable management education, and a client list that includes Ace Hardware, Allstate, Baxter, Brunswick, Columbia College, the Federal Reserve Bank of Chicago, Walgreens and many others, LFCE is a trusted provider of the "edge" that RFUMS wants to provide its staff. And as part of a graduate school itself, LFCE understands our organization and the important constituents we serve – students, faculty, staff, alumni, donors and the community.

What are some of the benefits of this program?

True to the intentions for this staff development initiative, we are experiencing many benefits, including high morale, a contagious enthusiasm and enhanced collegiality throughout the University.