

LEADERSHIP CERTIFICATE

Purpose

Successful organizations need leaders who can effectively navigate an environment of technological change, global competition, and growing expectations of investors, customers, and employees.

The Leadership Certificate will help managers, executives, and entrepreneurs in any area of an organization become more effective leaders. The program attracts students from a range of industries, locations, and professional backgrounds.

Students will develop a set of essential, practical skills and the knowledge, mindset, and leadership abilities needed for success in today's challenging corporate environment.

Building on each student's experience, and an analysis of their strengths and weaknesses, this program will help potential leaders develop the skills, insight, and judgment required to transition from managing to leading people in their organization.

Graduates of VCC's Leadership Certificate may ladder into BCIT's part-time Certificate Programs in Leadership, Human Resource Management, or Business Management.

Duration

The Leadership Certificate consists of 12 courses: six required courses and six elective courses.

Participants may register for individual courses, but must complete the 12 required and elective courses to receive their Leadership Certificate.

Each course is one day (6.5 hours in length).

Students study part-time for one or two years based on course availability.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Apply critical thinking concepts at work and identify immediate benefits
2. Manage change within an organization through effective leadership that helps employees transition quickly and smoothly
3. Demonstrate effective problem-solving by developing and implementing action plans and facilitation tools
4. Use the practical information, skills, and confidence developed during the program to resolve workplace conflict caused by differences in goals, employee performance, and work habits
5. Identify the principles of performance management and work with employees to set and reach an agreement on goals, action plans, and follow-up reviews
6. Identify the role of a successful facilitator and apply skills in problem-solving sessions and team meetings
7. Organize, rehearse, and present materials in a confident, effective, and professional manner

8. Identify the fundamentals of creative thinking and how it is best applied

9. Use leadership skills to provide performance feedback, create a motivational workplace, delegate work, and solve problems

10. Analyze communication patterns in leaders and followers to enable more effective responses in diverse work environments

Admission Requirements

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a secondary school graduate.

Note: Due to pending changes in this program, some courses are not available.

Program Requirements

The Leadership Certificate consists of 12 courses: six required courses and six elective courses.

Code	Title	Credits
Required Courses		
LEAD 1102	Managing Change	.5
LEAD 1104	Problem Solving Action Plan	.5
LEAD 1108	Facilitation Skls Team Leader	.5
LEAD 1111	Stepping Up To Leadership	.5
LEAD 1112	Using Leadership Language	.5
LEAD 1113	Building A Productive Team	.5
Elective Courses		
Select six elective courses from the following (titles vary from term to term):		
LEAD 1101	Critical Thinking	
LEAD 1105	From Conflict To Collaboration	
LEAD 1109	Speak Up	
LEAD 1110	Creative Thinking At Work	
LEAD 1114	Finding Time For Results	
LEAD 1115	Coaching For High Performance	
LEAD 1119	Science and Art of Leadership	
LEAD 1138	Business Comm for Leaders	
LEAD 1168		
LEAD 1169	Challenging Personalities	
LEAD 1171	Training for High Performance	
Total Credits		6

This guide is intended as a general guideline only. The College reserves the right to make changes as appropriate.

Evaluation of Student Learning

Evaluation of each course is determined by the instructor and may include a combination of practical assignments, projects, and/or reflections.

Students who successfully complete the required assignment receive an "S", indicating satisfactory performance in accordance with departmental evaluation procedures.

Students must achieve an "S" in each course to receive the Leadership Certificate.

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	90-100		4.33
A	85-89		4.00
A-	80-84		3.67
B+	76-79		3.33
B	72-75		3.00
B-	68-71		2.67
C+	64-67		2.33
C	60-63		2.00
C-	55-59		1.67
D	50-54	Minimum Pass	1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credits	N/A

EX	Exempt. Credit Granted	N/A
TC	Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.