

CERTIFICATE RECOGNITION TRACKS

The Leadership Academy has been divided into four certificate tracks in order to recognize the various accomplishments of our participants.

- The **Bronze** certificate is only available to the Emerging Leaders, and is earned upon completion of a structured learning plan around the eight competencies.
- The **Silver, Gold and Platinum** certificates are available to the Practicing Leaders and are achieved by earning points through a variety of activities offered within the Leadership Academy.



CERTIFICATE PROGRAM REQUIREMENTS

Each certificate program has different requirements and processes for admission and completion.

Bronze Certificate: This certificate is only available to the Emerging Leaders. Acceptance into this program is based on a supervisor's recommendation for candidacy, and the strength of the participant's credentials. A committee meets to accept recommendations to the program twice a year. The ideal candidate for this program must meet the following requirements:



- A minimum of two full years work experience within the University, and at least one year within the sponsoring department
- Meets or Exceeds Expectation rating on last performance appraisal
- No performance issues in his/her file in the past year
- Recognized by leadership as promotable to a supervisory position
- Highly respected member of the team
- Meets or exceeds current job knowledge

Participants in this program complete three series of coursework that each culminate in a case study project. Additionally, they compile an electronic portfolio of achievements as proof of mastering the eight leadership competencies.

Silver Certificate: This certificate is available to Practicing Leaders who complete 200 points by doing the following:



- Discuss their candidacy with their supervisor
- Candidate and their supervisor attends a Leadership Academy Overview session
- Candidate completes core courses for the Practicing Leader

Gold Certificate: This certificate is only available to Practicing Leaders who complete the Silver certificate *and* an additional 1000 points for a total of 1200



points (995 required, and 215 optional activities). Some of these additional activities include (see Page 5 for a list of all available point activities):

- Candidate and their supervisor assess competency gap
- Candidate implements learning plan
- As proficiency in each competency is achieved, supervisor approves ePortfolio documentation of proficiency
- Candidate participates in at learning labs related to their competency to assist in practicing the skills.
- Candidate meets with their supervisor a minimum of 2 times during the year, the first must be to develop the Professional Development Plan (PDP), to review progress on learning plan
- Candidate annually presents a progress report to Manager, Leadership Development
- Candidate responds to collaboration posting for four competency areas

Platinum Certificate: This certificate is only available to Practicing Leaders who complete the Gold certificate, and an additional 600 points for a total of 1800 points. Some of these additional activities include (see Page 5 for a list of all available point activities):

- Candidate participates in Leadership Readings
- Candidate mentors a Leadership Academy participant
- Candidate becomes a certified UM Trainer
- Candidate facilitates/trains a Leadership Academy course
- Candidate leads a Learning Lab



LEADERSHIP ACADEMY CERTIFICATE POINT SYSTEM

Activity	Points Each	Required Points	Optional points
Attend LA Overview for participants	50	50	
Supervisor attends Overview	50	50	
Supervisor attends Coaching skills	50	50	
Complete Core Courses	100	100	
Leadership Gap Analysis	50	50	
Develop a PDP	50	50	
Implement PDP	100		100
ePortfolio: Clear Communicator (25/signature)	50	50	
ePortfolio: People Developer	50	50	
ePortfolio: Sound Judgment	50	50	
ePortfolio: Customer focused	50	50	
ePortfolio: Technology Awareness	50	50	
ePortfolio: Future Focused	50	50	
ePortfolio: Results Oriented	50	50	
ePortfolio: Transformational Leadership	75	75	
Attend learning labs	15		210
Post in collaboration centers	15		120
Participate in leadership readings (1/month)	15		180
Participate in program evaluations	20		20
Coaching contact with supervisor (4/year)	20	40	80
Mentor a LA participant (2 max)	75		150
Facilitate/Train a LA class	75		75
Achieve Intermediate level of Training Skills	50		50
Lead a Learning Lab	75		75
Required points		795	
Total Optional points			1060

Points Necessary for Silver Certificate	200
Points Necessary for Gold Certificate	1200
Points Necessary for Platinum Certificate	1800

CONTACT PDTO FOR MORE INFORMATION

Professional Development and Training Office
 MSOM Campus: 305-243-3090
 Coral Gables Campus: 305-284-5110
 Visit our website at: <http://www.miami.edu/PDTO/> (Click on Competency Based Programs and then Leadership Academy)