

Achieving A Certificate: The Step-By-Step Process

Step 1: Review the certificate options.

There are 8 different certificate options. Think about which one most closely aligns with what you're trying to achieve and begin working toward your goal.

Step 2: Take classes that interest you!

Each class offered falls into one of six Skill Sets. The certificate options guide you toward the right balance of classes across the six Skill Sets. The path to achieve each certificate is different because *you* determine the classes to complete your certificate.



Step 3: Meet with your supervisor.

It's called an "Application Conversation." It's a conversation with your supervisor (or equivalent) about how you are going to *apply* a concept that was discussed in training. You may hold this conversation at any time about any of the topics in the classes you take. *After* the conversation, complete the Application Conversation survey on the Learning & Development site to complete the process.

If you're working toward a Leadership Certificate, continue to Step 4. All others may skip ahead to Step 5.

Step 4: Attend and/or lead a *Hot Topic Discussion*.

A Hot Topic Discussion is a one-hour participant led meeting around a topic that falls under one of the six Skill Set categories. *It's a small meeting in a safe and supportive environment.*

Individuals who are working toward achieving either The Nathan Hale Certificate for Leadership Development or The Genius of Connecticut Certificate for Leadership Mastery are responsible for either participating in or leading Hot Topic Discussions. (See Certificate Options to determine what your participation level should be.)

If you're leading a Hot Topic Discussion, you'll first want to set up a meeting with Molly McAllister, Training and Staff Development Coordinator. (This is the one-one consultation required for the Genius of Connecticut Certificate). Together, we'll talk about your topic and how to make this a successful opportunity for you; from limiting the class size to showing a video, we will brainstorm all the controls you need to make your discussion a comfortable one for you to lead.

If you are not leading a Hot Topic Discussion but attending one, the rules are simple: show up on time and be a model participant! Be supportive, ask questions, spur conversations... the next time you attend a Hot Topic Discussion, it just might be you who is leading the conversation!

Please note, anyone can lead or attend a Hot Topic Discussion.

Step 5: Receive your certificate!

In January, everyone who has completed their certificate requirements will be invited to a celebration breakfast to receive their certificate.