



## INTRODUCING THE NEW LEADERSHIP CERTIFICATE PROGRAM

Every organization including the courts is concerned about the trends of retirements among their long-term employees. What better way to prepare you for these future opportunities than enrolling in additional education to sharpen and/or develop your skills and talents. With new skills and talents to brave the new opportunities, you will be better prepared and confident when you propel yourself into future endeavors. The workforce of the future will require strong ethical leaders while maintaining and growing the skills of others. Through this Leadership Certificate Program you will gain targeted skills and talents that will help you through the future challenges.

This new certificate program is designed for those who may or may not be in a lead and/or leadership role but are interested in working towards that direction or currently in a leadership role and looking to strengthen their skills. In many of the courts, it is difficult to obtain leadership classes if you are not already in the position so this new program is designed to fill that gap.

We are very excited to introduce this new Leadership Certificate Program and provide needed training and education to help you build the path to the future with new leadership skills and talents.

### ABOUT THE PROGRAM

The Leadership Certificate Program will take three years to complete by attending regularly scheduled CCA events. At each CCA event there will be a Leadership Certificate Program Class.

The program includes the following classes (all classes are full day classes):

1. **Leadership Skills** – Identifying the qualities and characteristics of effective leaders
2. **Organizational Management** – Leading change, delegation, problem solving and organization to manage organizational changes
3. **Professional Communication within the Court (Written & Verbal)** – Build and enhance written and verbal communication so that you are not misunderstood.
4. **Ethics for Leaders** – Held to a higher standard; ethical decision making
5. **Developing Positional Influence & Political Savvy** – Deep understanding of individuals, teams, and the organization; Characteristics of savvy leaders and the drawback and impact of not being savvy
6. **Conflict Management & Problem Solving Skills** – Effective problem solving techniques to resolve difficult situations; provide clear communication to influence others; how effective communication assists in problem solving and decision making

### **Applying to the program:**

1. Enroll to the Leadership Certificate Program online ([available April](#))
2. Pay the Leadership Certificate Program enrollment fee online
3. Contact the Certification Program Coordinator through the online system

The objective of this Leadership Certificate Program is to ensure that you will gain meaningful skills and talents that can be applied in a leadership role.

CCA's goal is to provide its members with appropriate training and education that will assist them in gaining new skills and talents to step into a future leadership role.

Questions should be directed to [info@calcourt.org](mailto:info@calcourt.org)

### **LEADERSHIP CERTIFICATE PROGRAM REQUIREMENTS**

As a participant of the Leadership Certificate Program you will be required to attend and maintain the following requirements:

- Attend all required training classes
- Complete the sign in sheets for each class
- Complete class assignments
- Complete program within three years
- Apply online for graduation after completion
- Attend graduation award ceremony at the annual convention

***Prepare for the Future, Unlock Your Talents and Gain New Skills!***