

FREQUENTLY ASKED QUESTIONS

Training & Development
LEADERSHIP & MANAGEMENT DEVELOPMENT CERTIFICATE PROGRAM (LMDC)

DO I NEED TO BE A SUPERVISOR TO ENROLL IN THE LEADERSHIP MANAGEMENT & DEVELOPMENT CERTIFICATE PROGRAM?

You do not need to be a supervisor to enroll in the LMDC program. However, you do need to be a full time classified employee at the University.

CAN I ENROLL IN MORE THAN ONE LMDC TRACK AT A TIME?

Participants are able to enroll and participate in only one track at a time.

DO I HAVE TO TAKE THE LMDC TRACKS IN ORDER (TRACK 1, TRACK 2, TRACK 3)?

Participants are encouraged to take the Tracks in order. If there is a specific reason that you would prefer to skip a track, you should contact Cheryl Foreman @ x4316 or via email (cforeman@odu.edu) to discuss.

DO YOU RECEIVE A CERTIFICATE FOR EACH TRACK OR DO YOU HAVE TO COMPLETE ALL THREE TRACKS TO GET YOUR CERTIFICATE?

A certificate is awarded for each successfully completed track. If you complete all three tracks you will have accumulated three certificates reflecting each track.

IF I HAVE TO MISS ONE OR MORE LMDC MODULES, AM I STILL ABLE TO GET MY CERTIFICATE?

You must complete all modules in a specified track to get the corresponding certificate.

IF I MISS A MODULE, WHAT ARE MY OPTIONS FOR MAKING UP THE SESSION?

If you only miss one module in the track that you are enrolled in, then you will have the opportunity to complete a make up assignment that can be assigned or to make up the module missed the next time the track is offered. You may still attend the other modules in the track.

If you miss more than one module, then no make up assignment is given and you are required to attend the modules missed the next time the track is offered in order to receive your certificate.

IS THERE A MONETARY COST TO EITHER MYSELF OR MY DEPARTMENT FOR PARTICIPATING IN THE LMDC PROGRAM?

The LMDC program is offered as an additional benefit to University employees and is offered at no cost to the employee or the employee's department.

HOW DO I REGISTER FOR THE LMDC PROGRAM?

Once you enter the Human Resources website, click on the Training & Development link and you will see the various training opportunities represented on this page. Click on the Leadership Management & Development Certificate button and you will see a link for registration. All registrations are done online. By registering online, the system will register you for the 'entire' track.

You can not register online for 1 class at a time.

If you need to make up a missed session, contact Cheryl Foreman @ x4316 or cforeman@odu.edu and she will coordinate your workshop specific registration.

FREQUENTLY ASKED QUESTIONS

Training & Development **SUPERVISOR ESSENTIALS**

DO I NEED TO BE A SUPERVISOR TO ENROLL IN THE SUPERVISOR ESSENTIALS SERIES?

You do need to be a *supervisor of classified employees* to enroll in the Supervisor Essential Series. As a supervisor of classified employees, you are the one who writes and delivers the classified employee's performance evaluations.

DO YOU HAVE TO COMPLETE ALL TWELVE MODULES IN THE SUPERVISOR ESSENTIAL SERIES TO GET YOUR CERTIFICATE?

A certificate is awarded for the successful completion of the series. To successfully complete the series, all 12 modules need to be completed.

IF I MISS A MODULE, WHAT ARE MY OPTIONS FOR MAKING UP THE SESSION?

If you miss a module and we currently have an online equivalent module, then you may take the online module to obtain credit. If no online module is available, then you will need to make up the module the next time the series is available to obtain your certificate.

IS THERE A MONETARY COST TO EITHER MYSELF OR MY DEPARTMENT FOR PARTICIPATING IN THE SUPERVISOR ESSENTIAL SERIES?

The Supervisor Essential series is offered as an additional benefit to University supervisors and is offered at no cost to the supervisor or the supervisor's department.

HOW DO I REGISTER FOR THE SUPERVISOR ESSENTIALS SERIES?

Once you enter the Human Resources website, click on the Training & Development link and you will see the various training opportunities represented on this page. Click on the Supervisor Essential Series button and you will see a link for registration. All registrations are done online. By registering online, the system will register you for the 'entire' series.

You can not register online for 1 class at a time.

If you need to make up a missed session, contact Cheryl Foreman @ x4316 or cforeman@odu.edu and she will coordinate your workshop specific registration.