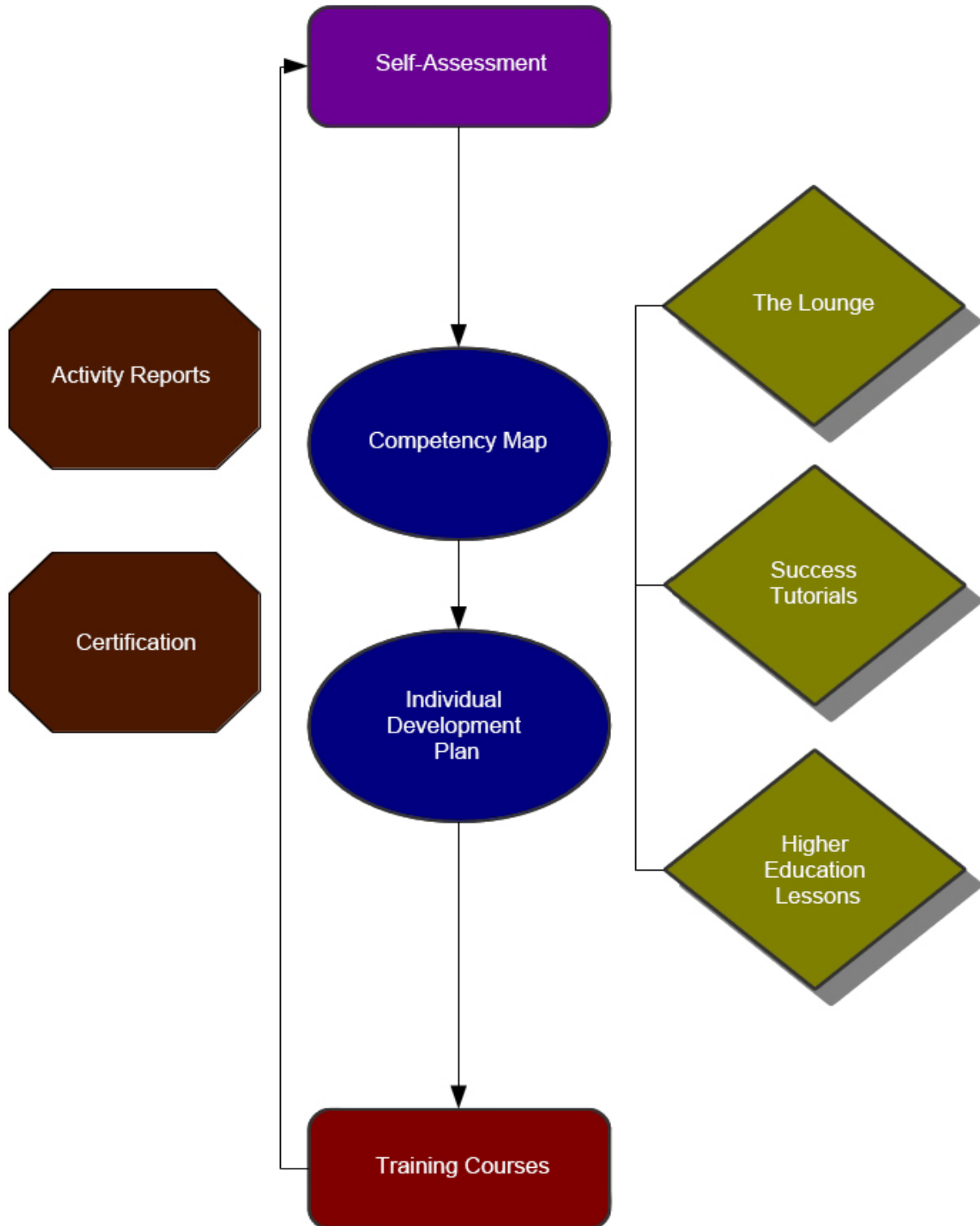


**Management/Staff Development Program**



## **Self-Assessment**

Program participants are encouraged to start the program by first completing an online assessment which has been developed using competency characteristics identified by Harvard Business Publishing. The self-assessment creates a personal profile of leadership characteristics and provides input for the participant's individual development plan.

## **Competency Map**

An interactive competency mapping tool is available to assist participants in selecting their training courses in conjunction with their self-assessment results. This tool easily identifies what competencies are covered in which courses.

## **Individual Development Plan**

The Individual Development Plan (IDP) is an online portfolio management system that captures the participant's journey through the program. The IDP serves as a platform for participants to identify performance-based outcomes and links planned and completed training activities directly to each participant's individual development goals. The IDP can also be used to record any developmental activities completed outside of the CEE Management/Staff Development Program.

## **Training Courses**

The program offers a wide range of asynchronous online courses covering management and leadership topics as well as functional areas of career college operations. Each course takes about 4 hours to complete and participants are encouraged to finish the course over a period of 4 weeks. Course enrollment allowance for each participant depends on the annual subscription arrangement made by the institution.

## **The Lounge**

The Lounge provides a social learning environment for participants to help them apply what they learn from each course. Participants can share their successes and challenges in applying the concepts and techniques acquired from their online coursework. Going beyond training applications, the Lounge allows participants to learn from each other in an informal setting. Program participants are empowered to exercise their own thoughts and reflections, and make their own connections. The Lounge is the place to find and link up with other users with similar interests through participation in learning groups, blogs and discussions.

## **Success Tutorials**

While participants are engaged in the program, specific situations may arise that fall outside of the learning objectives in their enrolled courses. A wide variety of "cut-to-the-chase" tutorials are available to provide ideas, tips and techniques related to workplace success. Program participants can complete as many tutorials as desired.

## **Higher Education Lessons**

Sponsored by Campus Management Corp., these short lessons provide an overview of higher education in the United States and discuss the various operating models of institution types within the sector. Program participants can complete as many lessons as desired.

## **Certification**

As participants progress through the program, they receive a Certificate of Completion with 4 hours of Continuing Education Credit for completion of each online course. In addition, participants who have successfully completed a series of twelve training courses in a specific concentration area will receive the designation of Certified Higher Education Professional ([CHEP](#)). CHEPs are required to complete 8 hours of continuing education (2 CEE courses) annually to maintain their certification.

## **Activity Reports**

The program provides online training activity reports that can be accessed anytime. These reports allow participants to view their individual progress and activities as they proceed through the program. Reports on all participants are also available to administrators, identified by the institution, to keep a pulse on participant accountability and overall program outcomes.