

Foundations of Leadership Certificate Program

Earn a leadership certificate at your own pace!

The Foundations of Leadership Certificate Program is an opportunity for New York State M/C and PEF-represented employees in all grades to develop and enhance their leadership skills. To earn the certificate, learners must complete the online course *Introduction to Foundations of Leadership* and these five PSWP workshops: *Adapting to Change, Decision Making & Critical Thinking, Effective Communication Techniques, Managing Multiple Priorities*, and *Workplace Conflict Resolution*.

Program: Complete *Introduction to Foundations of Leadership* and the other five required courses

Introduction to Foundations of Leadership (Online)

This online self-paced course introduces participants to fundamental leadership concepts including the differences between leading and managing, communication skills, critical thinking, and more. This course is required for the Foundations of Leadership Certificate.

Course Format: Online, self-paced

Course Length: Approximately one hour to complete

Five Required Courses

Course Format: Live, instructor-led webinar or live classroom

Course Length: One full day/6 contact hours (virtual is two half-days over consecutive days)

Recommended Sequence: Complete *Introduction to Foundations of Leadership* first, then complete the other five required courses in any order. For those who completed one or more of the other required courses before completing the online introductory course, PSWP will issue the certificate when all six courses are completed.

Certificate: To receive your certificate, please wait until you have completed *Introduction to Foundations of Leadership (Online)* and the five required workshops. Once you have completed all six courses, email pswpregistration@albany.edu with your N number and copies of all six course completion certificates.

To learn more, click here <https://www.pswp.info/certificate.cfm>.

