



PROCESS DESCRIPTION AND LOG

PURPOSE OF THE TEACH LEADERSHIP CERTIFICATION:

1. Celebrate completion of 50 hours of professional training to Teach Leadership in alignment with KLC principles and competencies.
2. Provide rigorous training and structured support for learning and practicing teaching KLC framework.
3. Promote adaptive approaches to leadership development in classrooms and with teams.
4. Set standards of excellence to protect and serve consumer of leadership development services.

Requirement	Details	Process and Timeframe	Log
Achieve Kansas Leadership Center Level 1 Certificate OR permission of the program chair.	High level of understanding of leadership principles and competencies.	See page 2 of this document.	Must be completed prior to the 1st day of <i>Teach Leadership</i> training at KLC.
5 days (35 hours) of classroom training in <i>Teach Leadership</i>.	<p>COURSE OBJECTIVES:</p> <ol style="list-style-type: none"> 1) Develop greater confidence as a leadership development practitioner. 2) Utilize adult learning theories to design effective programming. 3) Develop front-of-room presence and develop foundational teaching skills including group engagement and facilitation, designing and asking powerful questions, story development and telling. 4) Modify KLC teaching methods to your own context. 5) With a team, design and deliver a three-hour leadership development program in front of a live audience of KLC alumni. 	Please reflect on your classroom experience using the handbook provided upon registration.	Dates of classroom training:
Written knowledge assessment.	10 short-answer and multiple choice questions. Based on information in <i>Teaching Leadership</i> by Chris Green and Julia Fabris McBride. KLC's <i>Framework for Developing and Assessing Teaching Proficiency</i> and <i>Teach Leadership Intensive</i> handbook.	Submit online by 11:59pm Chicago Time on May 15 (approximately 45 days after classroom training). Must answer 80% correctly to pass. One opportunity to resubmit will be granted. Applicants will have 30 days to resubmit.	<p>Date successfully submitted:</p> <p>Score:</p>
6 hours of virtual group mentoring.	KLC-hosted online sessions with mentor to continue learning and debrief experiences outlined above.	<p>Four 90 minute webchats starting two-weeks after classroom training.</p> <p>April 12, 26, May 10, 24.</p> <p>3:30 - 5:00pm CST.</p>	Dates of sessions:

* If you participated KLC Teaching Leadership workshops and/or conferences prior to January 2017 and wish to have them applied toward your Kansas Leadership Center Level 2 Certificate – Teach Leadership, please list those events here and submit to KLC staff for review. Once we receive a copy of this log KLC staff will advise you about remaining requirements for certification.

Requirement	Details	Process and Timeframe	Log
3 hours of shadowing a Proficient or Master Teacher.	In a KLC program or other setting approved by KLC staff. See <i>Framework for Developing and Assessing Teaching Proficiency</i> for definitions of Proficient and Master Teachers.	Logged by the applicant.	Date person shadowed: Number of hours: Key learning:
6 hours of teaching in a classroom or team leadership development setting.	In context determined by the applicant. KLC mentors are available to provide input on session design.	Logged by the applicant.	Date: Event description: Number of hours: Key learning:
Final written reflection.	Self-assessment of progress and ability to effectively use the KLC teaching method – using selected sections of <i>Framework for Developing and Assessing Teaching Proficiency</i> . Reflection on ongoing learning and practice goals and aspirations for using what you learned to develop leadership capacity in others.	Submit online by 11:59pm Chicago Time on October 1 (approximately 6 months after classroom training). Review and response by KLC mentor. Reviewer may request additional reflection. Applicants have 10 days to respond.	Date successfully submitted:

Submit online by 11:59pm Chicago Time on October 1, 2018

By signing and submitting this log, I confirm my full participation in the Teach Leadership certification activities logged above, and my intention to continue my professional development and contributions to the field of leadership development.

Name of Applicant _____ Address for certificate _____

Phone _____ Email address _____

Applicant signature _____ Date log submitted _____

Name of KLC staff reviewer _____

Signature _____ Date of review _____

Has the applicant meet all of the requirements for a **Kansas Leadership Center Certificate – Teach Leadership?**

- Yes – Congratulations!
- Not yet – Please see comments in accompanying email.