



**PROCESS DESCRIPTION AND LOG**

PURPOSE OF THE CASE-IN-POINT INTENSIVE:

1. Celebrate completion of 50 hours of practice- and assessment-based professional training in the Case-in-Point method, in alignment with the KLC principles and competencies.
2. Provide rigorous training and structured support for learning and practicing Case-in-Point.
3. Promote adaptive approaches to leadership development in classrooms and with teams.
4. Set standards of excellence for Case-in-Point teaching to protect and serve consumers of leadership development services.

Requirement	Details	Process and Timeframe	Log
<b>Recommend participation in Your Leadership Edge or Lead for Change program.</b>	High level of understanding of leadership principles and competencies.	Prior to Case-in-Point.	
<b>5 days (35 hours) of classroom training in Case-in-Point.</b>	<p>COURSE OBJECTIVES:</p> <ol style="list-style-type: none"> <li>1. Understand the purpose and variety of uses for Case-in-Point.</li> <li>2. Develop essential skills and capacities for using Case-in-Point.</li> <li>3. Fully participate in a teaching team that uses the CIP method – from planning to delivery and assessment.</li> <li>4. Bring full selves – body, mind, heart – to the work of leadership and development.</li> </ol>	Please reflect on your classroom experience using the handbook provided upon registration.	Dates of classroom training in:
<b>Written knowledge assessment.</b>	10 short-answer questions based on CIP chapter in <i>Teaching Leadership</i> by Chris Green and Julia Fabris McBride, CIP Assessment Criteria and Explanation and CIP handbook.	Submit online by 11:55pm CST on August 14, 2019 (approximately 45 days after classroom training). Must answer 80% correctly to pass. One opportunity to resubmit, within 30 days.	<p>Date successfully submitted:</p> <p>Score:</p>
<b>4 hours of virtual group mentoring.</b>	KLC-hosted online sessions with mentor to continue learning and debrief experiences outlined above.	<p>Participate in four of the five offerings below:</p> <p>4 - 5pm CST July 16, 23, 30, August 6, 13</p>	<p>Dates of sessions:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>

Requirement	Details	Process and Timeframe	Log
<b>Minimum 11 hours of additional mentoring, observation of experienced practitioners and real-time practice of CIP in a classroom or team setting.</b>	<p>For the purpose of developing proficiency with session design and developing expertise in delivery. In context determined by the applicant. At least 6 of those hours must involve applicant using CIP method to develop leadership capacity in others.</p> <ul style="list-style-type: none"> <li>• KLC recommends that at least 3 of those hours be observed by an experienced CIP practitioner in KLC's Lead for Change or another setting approved by KLC staff.</li> <li>• KLC encourages partnering with another member of your Case-in-Point Intensive cohort.</li> <li>• 5 of those hours may be accomplished virtually, or by watching videos.</li> </ul>	Logged by the applicant.	<p>Dates and times:</p> <p>Description of activity:</p> <p>Key learning from each:</p> <p>Person shadowed (if applicable):</p>
<b>Final written reflection.</b>	Self-assessment of progress and ability to effectively use the CIP method – based on form provided by KLC. Reflection on ongoing learning and practice goals and aspirations for using CIP to develop leadership capacity in others.	Submit via e-mail by 11:55pm CST on December 18, 2019. Review and response by KLC mentor. Reviewer may request additional reflection. Applicants have 10 days to respond.	Date successfully submitted:
<b>Final Submission.</b>	Submit written reflection and completed log to KLC staff reviewer.	Submit via e-mail by 11:55pm CST on December 18, 2019 (approximately 6 months after classroom training).	Date successfully submitted:

**Submit written reflection and log by 11:55pm CST on December 18, 2019.**

*By signing and submitting this log, I confirm my full participation in the Case-in-Point intensive 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

Applicant signature

Date submitted

Name of KLC staff reviewer

Signature

Date of review

Does the applicant meet all of the requirements for a **Kansas Leadership Center Certificate of Completion – Case-in-Point?**

Yes – Congratulations!

Not yet – Please see comments in accompanying email.