



Certificate Description

This certificate provides experienced educators who possess a bachelor's degree the ability to enhance specialized knowledge of Leadership of Educational Organizations.

Leading Educational Organizations—EDU 635—This course will examine contemporary leadership theory and its applications in current education services as well as workplace learning and performance settings. This course is designed to prepare students for operational and strategic leadership.

Outcomes:

- Develop a personal and organizational vision to lead an educational organization.
- Communicate ethical guidelines to staff in educational organizations.
- Summarize the impact of organizational culture on both learning and instruction in an educational environment.
- Formulate and present principles and best practices to promote institutional effectiveness.
- Discuss the correlation between leadership approach and organizational environment.
- Create a strategic plan for an educational organization.
- Discuss the unique role various stakeholders play which affect decision making in educational organizations.

Human Resource Planning and Evaluation—EDU 645—The course examines the processes of human resource planning in educational organizations, including recruitment and selection, training and development, motivation, and performance appraisals. It provides an overview of human resource administration as well as addresses evaluation, problem-solving, and leadership skills.

Outcomes:

- Develop a procedure to assemble the materials to include in a personnel file and describe their uses from a regulatory perspective.
- Critique human resource decisions and actions for compliance with regulations such as Equal Employment Opportunity, the Americans with Disabilities Act, and Occupational Safety and Health Administration.
- Plan a recruitment, selection, and development process, including performance appraisals.
- Develop a motivation and incentive plan for use in educational organizations.
- Develop a conflict resolution procedure.
- Discuss challenges affecting human resource operations in a collective bargaining environment.
- Evaluate a budget for staffing, taking strategic planning needs into consideration.



GRADUATE CERTIFICATE IN **Leadership of Educational Organizations**

Dynamic Leadership—EDU 672—This course focuses on the interaction of complex educational systems, and the ways in which leadership is necessary in defining and encouraging learning and productivity within the organization. The student will consider four “frames” of organizational structure: the physical structure itself; the human resources; the political realities that affect an organization; and the cultural factors that influence direction and decision processes for success of the enterprise.

Outcomes:

- Develop a coaching strategy for employee performance improvement according to stated goals.
- Compose a strategy for using influential leadership in order to complete activities with other stakeholders.
- Evaluate the various types of power that emerge in the workforce (legitimate, reward, coercive, expert, and referent) for the appropriate work situations.
- Design a change strategy.
- Develop a communication plan(s) to deal with sensitive and emotionally charged situations.

Education Planning and Development—EDU 675—This course provides a view of leadership responsibilities in planning and developing new educational programs, products, and services. Students will examine processes and issues related to change management, including changes involving technology. The course offers an opportunity for students to consider how educational leaders introduce and implement new educational programs, products, and services in an organization.

Outcomes:

- Summarize significant findings which may indicate a need or opportunity for new programs, products, or processes.
- Plan development and implementation of a new program, product, or process, including project management requirements.
- Identify necessary factors and components to consider in education program planning, such as community, regulatory agencies, organizational hierarchy, and governing boards.
- Evaluate the use of educational technology and its impact on student learning.
- Explain the effects of ethical, regulatory, and legal issues on the introduction of new or revised programs, products, or processes.
- Review portfolio content and revise as needed.