

LDP

Leadership Development Program At-A-Glance

What are the required hours for each level?

- Level I: 96 Hours
 - Level II: 96 Hours
 - Level III: 48 Hours
 - Level IV: 48 Hours
 - Level V: 48 Hours
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- ✓ Participants have **three years** from each level's start date to complete and submit the required hours.
 - ✓ Participants may **go back three years** from each level's start date to get hours.
 - ✓ Levels I and II may be submitted together for an award in the same year. All subsequent levels need to be submitted individually – it is not possible to receive awards for levels III, IV, or V in the same year.
 - ✓ NOTE: It is required that you complete the *Myers-Briggs Type Indicator (MBTI®) for Leaders* class prior to receiving Level II.

How do I get hours?

1. Pre-Approved Courses

- ✓ Any class in the Henrico County Training Catalog designated as “Leadership/Professional Development” or “Management.” *Note: To receive credit for other Training Catalog courses, email your advisor and explain how the class content has helped you meet your leadership goals.*
- ✓ Classes taught for your team by Human Resources staff
- ✓ POLICE: Instructor Training, Instructor Training Recertification, FTO Leadership School, FTO Recertification
- ✓ FIRE: Acting Officer Training, Fire Officer 1 and 2, Fire Leadership Conference (5/24/10 and 5/26/10 = 8 hours each; 5/25/10 = 4 hours)
- ✓ Any HRMS/STEP or Oracle Training
- ✓ ICS (Incident Command Training) or NIMS Training – any level
- ✓ 2-hour Environmental Policy training conducted by General Services/Risk Management

In order to receive credit for these hours, provide a copy of your training record or a certificate of completion when submitting your portfolio.

2. Leadership Courses That Have Not Been Pre-Approved

- ✓ Some examples include college courses, online courses and webinars, classes you have taken through your department, classes you have taken from a professional organization, etc.
- ✓ You can earn up to **32 hours*** on an hour-for-hour basis for courses that enhance your leadership skills.

3. Experiential Activities

- ✓ Some examples include chairing a committee, leading your team through a change process, mediating conflict between employees, revising operating procedures, making a presentation to enhance services, mentoring others, etc.
- ✓ You can earn up to **24 hours*** for experiential activities that enhance your leadership skills.

4. Leadership Books

- ✓ You can earn up to **10 hours*** for books you read that enhance your leadership skills.
- ✓ You may count up to three books for Levels I and II.
- ✓ You may count one book for Levels III, IV, and V.

* You may use any combination of Courses, Experiential Activities, and Books to attain the hours necessary for achieving an award in LDP. To receive credit for these hours, complete an **Equivalency Review Form**, available online at www.co.henrico.va.us/hr/edt/ldp.html.

What is the process for submitting a level?

Each year, you will receive a notice from your advisor advising you of the deadline for submitting your portfolio. After the deadline has passed, the LDP committee will review your portfolio. You will then receive an invitation to the LDP Awards Ceremony, which is typically held at the end of the calendar year.

Each submission must include:

- ✓ A **Portfolio Review Form** summarizing the hours you are submitting for credit
- ✓ A **Professional Development Plan**
- ✓ A copy of your **training record** with your classes highlighted, or copies of certificates of completion, for any pre-approved classes as stated in number 1, above
- ✓ **Equivalency Review Forms** for any training, experiential, or book hours as stated in numbers 2-4, above

All forms are available at the LDP website, below.

For more information about the Leadership Development Program, visit www.co.henrico.va.us/hr/edt/ldp.html or contact Employee Development and Training at 501-7207 or hol17@co.henrico.va.us.