

# LDP

## Leadership Development Program

### Portfolio Review Form

Name: \_\_\_\_\_ Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**This form is REQUIRED in order to receive an award. Please submit ONE FORM PER LEVEL.  
Even if you have previously submitted your training hours and Professional Development Plan,  
this form notifies your advisor that you have completed an entire level and wish to receive an award this year.**

**Portfolio Submitted For:**

- Management Development Certificate Level I: (96 hours)
- Leadership Development Certificate Level II: (96 hours)
- Leadership Development Level III: (48 hours)
- Leadership Development Level IV: (48 hours)
- Leadership Development Level V: (48 hours)

**Advisor Use Only:**

- Portfolio Approved
- Portfolio Returned for Additional Information:

**Please complete the following page to receive credit for your submission.**

**Professional Development Plan:**       Enclosed       Previously Submitted  
**Required** for each submission.

**Equivalency Review Forms:**       Enclosed       Previously Submitted  
**Required** for credit for experiential activities and/or non-pre-approved courses; see At-A-Glance for list of approved classes.

**Listing of Training Activity:**       Listed below       Previously Submitted  
**Required** for each level. See At-A-Glance for list of pre-approved classes.

***Fill out the chart, below. Submit ONE FORM per level. Feel free to use additional charts if you need extra lines.  
 For a sample, see the following page.***

Title/Description	Course/Experiential Project (Check One)	Equivalency Form Submitted? (Check One)	Date/s	Hours
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class		
<b>TOTAL HOURS</b>				

### Sample Listing of Training Activity

Title/Description	Course/Experiential Project (Check One)	Equivalency Form Submitted? (Check One)	Date/s	Hours
Chaired a statewide committee	<input checked="" type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input checked="" type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class	April-May, 2011	24
Feedback and Coaching for Performance	<input type="checkbox"/> Experiential Project <input checked="" type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input checked="" type="checkbox"/> No: Pre-approved class	September 14 & 21, 2010	16
Workforce Diversity: Leadership Skills for the 21 <sup>st</sup> Century	<input type="checkbox"/> Experiential Project <input checked="" type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input checked="" type="checkbox"/> No: Pre-approved class	October 19 & 26, 2010	16
Instructor Training School	<input type="checkbox"/> Experiential Project <input checked="" type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input checked="" type="checkbox"/> No: Pre-approved class	March 21-25, 2011	32
Freedom of Information Act Training	<input type="checkbox"/> Experiential Project <input checked="" type="checkbox"/> Course	<input checked="" type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class	May 27, 2011	8
<b>N/A</b>	<input type="checkbox"/> Experiential Project <input type="checkbox"/> Course	<input type="checkbox"/> Yes: Attached <input type="checkbox"/> Yes: Previously Submitted <input type="checkbox"/> No: Pre-approved class	N/A	N/A
<b>TOTAL HOURS</b>				<b>96</b>