

Commonwealth Leadership[®] Alliance Certificate and Badge Program Handbook

Information easily available and accessible, with or without request, to all relevant stakeholders



Handbook – Certificate and Badge Program

Revision History

Date	Revision	By

Handbook – Certificate and Badge Program

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Introduction

About the Certifying Organization

The Commonwealth Leadership® Alliance (CLA) organization provides instruction and training resources to aid the emerging business professionals in acquiring specific knowledge and skills to pursue building their skills as a principled business leader. CLA is a non-profit organization (501(c)3 offering leadership development opportunities. This makes CLA a separate, legal organization which owns the educational materials and awards certificates and badges to participants who have met the intended learning outcomes. Certificates are only granted to those individuals meeting the learning outcomes as reflected through their knowledge checks, passing their summative assessment, and completing their reflection course.

How to Use this Handbook

This Handbook provides the Chapter Member an overview of what certificates they might pursue. Additional information about certificates and badges is available on the website, where you will be directed to the Learning Management System to begin your training.

Purpose and Scope of Certificate Program

The purpose of the CLA is to create a network of like-minded business professionals who are focused on principled business leadership. Principled business leaders are dedicated to managing and leading successful business entities, while also creating positives outcomes for all stakeholders. To that end, CLA provides an assessment-based certificate program, which builds capacity and recognition of principled business leadership skills.

A certificate testifies to the truth of something and is often associated with the successful completion of a task, class, or activity. A certificate usually does not indicate competency beyond the specifics of the activity.¹

In an increasingly complex world, Commonwealth Leadership® Alliance certificates enable students to focus and refine their leadership skills to be ready to meet the business demands of the marketplace. Certificates are based on topics and content shaped by subject matter experts who are active in the industry. With a Commonwealth Leadership®

¹ Source: Institute for Credentialing Excellence: <https://www.credentialingexcellence.org/Accreditation/New-to-Accreditation/Certificate-vs-Certification>

Alliance certificate, students can be prepared to contribute business leadership in any industry.

CLA certificates and badges are earned and awarded by following and developing skills in the four Professional Pathways:

Know Yourself Clarify your personal values and align them with your actions by identifying your leadership style and tendencies.

Build Your Team Build meaningful personal and professional relationships; consider how personal leadership style and tendencies fit within a team.

Find Your Path Explore the activities and actions you are interested in and do well. Grow in understanding how your interests and skills can guide your career decisions.

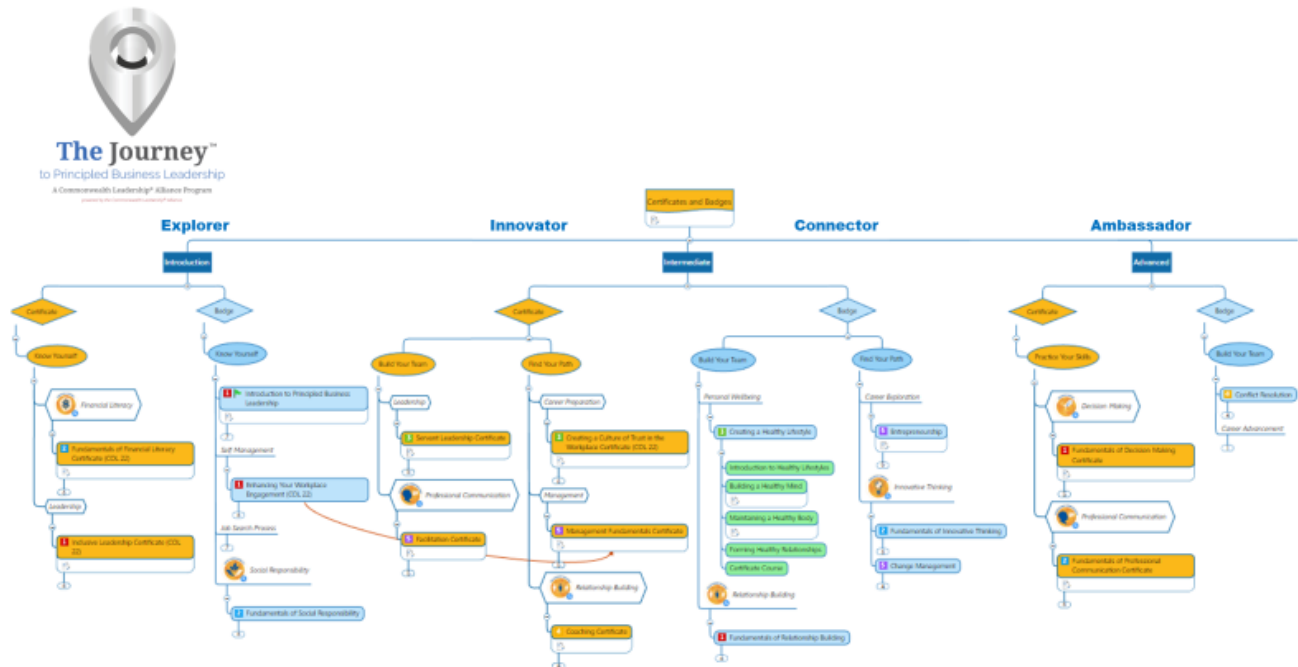
Practice Your Skills The *Commonwealth Leadership Alliance Core Six™ leadership training program* employs a curriculum providing training in essential skills that are the foundation for the Commonwealth Leadership Alliance The Journey™ leadership training program. *Decision-Making, Financial Literacy, Innovative Thinking, Professional Communication, Relationship Building, and Social Responsibility* are all essential skills taught within this leadership program.

Statement of Nondiscrimination and Fairness

The Commonwealth Leadership® Alliance (CLA) organization is dedicated to ensuring access, fairness, and equity for all persons in its educational programs and in the administration of its education policies and programs. When brought to the attention of an unfair practice, CLA will take corrective action necessary to stop, prevent, and remedy discriminatory, harassing, and retaliatory behavior. In addition, CLA maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of operation, but with specific intensity in the certificate and badge program.

Certificates and Badges

The Commonwealth Leadership Alliance The Journey™ is a 4-year college experience of three phases. First is an orientation to business terminology and how a Chapter functions, which spans the first 3 to 9 months of membership earning Badges as they progress, Next are business projects that members lead within their own Chapter, giving them opportunities to practice their business leadership skills. This phase covers the next 18 months of membership, in which the Chapter Member continues to earn Badges and also begins completing work for Certificates. The final phase, during the last 9 months of the membership, is to partner with local businesses through internships to practice in business settings, continuing to earn certificates. The orientation of the Commonwealth Leadership Alliance The Journey™ is "people and project leadership" – leading an event with real expenses and outcomes, so that all members of the Chapter are developing leadership skills even if they are not a Chapter Officer.



Each certificate and set of badges promotes a purpose for a specific targeted audience. The scope and goals for each certificate can be found on the bundle landing page of the website and is included below. Badges are earned by completing certain tasks. They are not required for certificates, but it is encouraged to earn the badges, as they provide a learning path to feed knowledge into completion of the certificates.

Chapter Organization Badges

Explore the certificates and badges that are available to choose the right one for you!

Chapter Operations Badge

This badge is earned by completing two courses with lessons that provides instruction to the Chapter Member on membership tools and an understanding of the online AKPsi Community that are available to the Chapter Officer. This badge is recommended for new Chapter Members.

Qualified Chapter Officer Badge

This badge is earned by completing two courses with lessons on Officer Development and Conduct. This badge is recommended for intermediate or advanced Chapter Members.

Introduction/Onboarding Badges

Introduction to Principled Business Leadership Badge

This badge is earned by completing the Birkman Method Assessment personality test providing the Chapter Member with personal insight into their own strengths. This is followed by completing courses with lessons that help the Chapter Member to understand each of the learning pathways to becoming a Principled Business Leader. This badge is recommended for new Chapter Members.

Know Yourself Badges

Enhancing Your Workplace Engagement Badge

This badge is earned by completing the Introduction to Work Styles, followed by four courses with lessons covering goal-setting, personal motivation, time management, and personal responsibility and accountability. This badge is recommended for new Chapter Members.

Creating a Healthy Lifestyle Badge

This badge is earned by completing the Introduction to Healthy Lifestyles, followed by three courses with lessons covering Building a Healthy Mind,

Maintaining a Healthy Body, and Forming Healthy Relationships. This badge is recommended for intermediate or advanced Chapter Members.

Build Your Team Certificates and Badges

Build meaningful personal and professional relationships by considering how personal leadership styles and tendencies fit within a team.

Certificates

Inclusive Leadership Certificate

Purpose: An environment of belonging is an inclusive one.

Scope:

Embracing diverse perspectives in and across an organization allows you to see the world of business in ways you might not see on your own, as well as solve complex problems and reach diverse communities. Focusing on inclusion in business requires intentionality, otherwise you risk failing your colleagues and consumers.

Goals:

In this certificate, you will *clarify* what inclusive leadership is by *analyzing* the role identity, unconscious bias, inclusive language, and allyship play in the workplace. Upon completion of the certificate you will be able to *act* on becoming a more inclusive leader through reflection and changed behavior.

Target Audience:

This certificate is intended for collegiate students with little to no background in diversity, equity, or inclusion training interested in increasing their knowledge about inclusive leadership.

Eligibility and Pre-Requisites

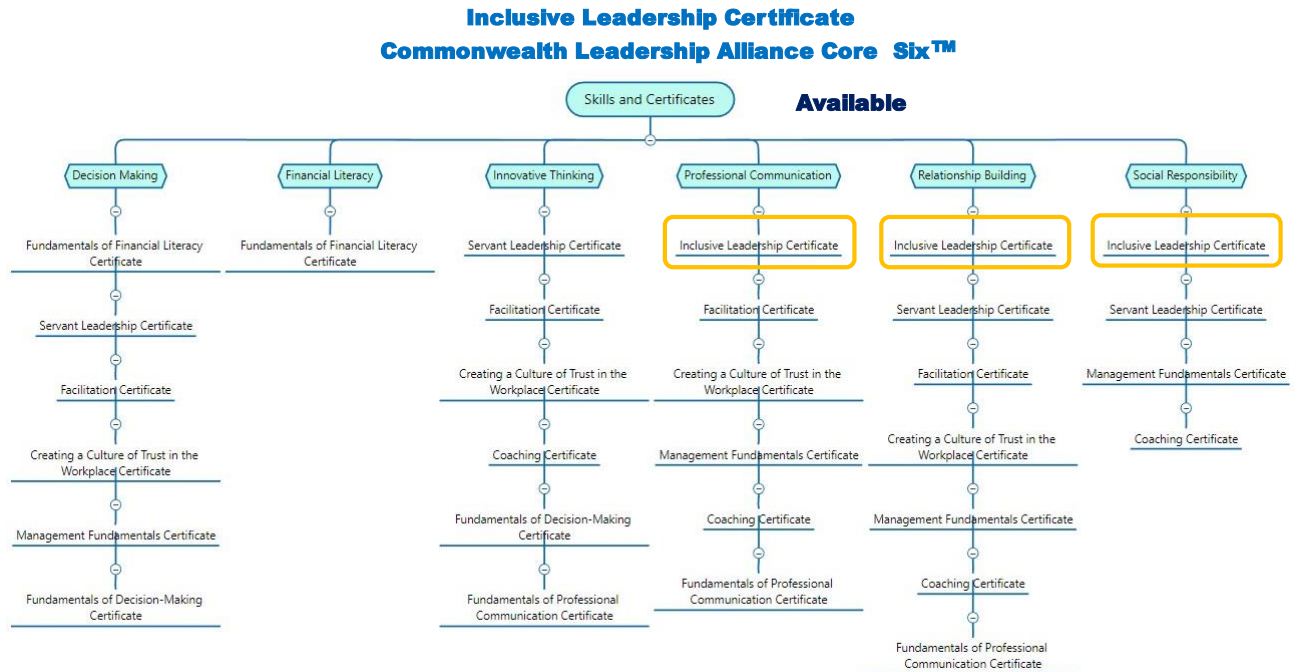
To participate in this certificate, individuals must be a member of Alpha Kappa Psi, Catalyst, or Spark. There are no additional educational prerequisites, although it is recommended to complete the *Introduction to Principled Business Leadership* and *Passport to Success* courses before beginning your first certificate.

Assessments:

To demonstrate learning and be awarded the certificate, individuals will complete ungraded formative knowledge checks throughout each course, as well as a scored cumulative examination as part of the final reflection course.

Skills: Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Professional Communication, Relationship Building, and Social Responsibility.



Servant Leadership Certificate

Purpose: Serve to lead.

Scope:

Wherever you are in your career, Servant Leadership is valuable in shaping your thinking of how to present yourself, relate to others, and effectively help your organization.

Goals:

In this certificate, you will realize three behavioral outcomes: 1) be able to describe Servant Leadership, 2) develop professional and leadership skills, and 3) expand your professional network.

Target Audience:

This certificate is intended for anyone, whether you have a “leader” title or not. We all are able to be a Servant Leaders as we live out the Commonwealth leadership definition, which is “the ability to guide, develop, and inspire others who share a common purpose by applying knowledge and skills to practical situations”.

Eligibility and Pre-Requisites:

To participate in this certificate, individuals must be a member of Alpha Kappa Psi, Catalyst, or Spark. There are no additional educational prerequisites, although it is recommended to complete the *Introduction to Principled Business Leadership* and *Passport to Success* courses before beginning your first certificate.

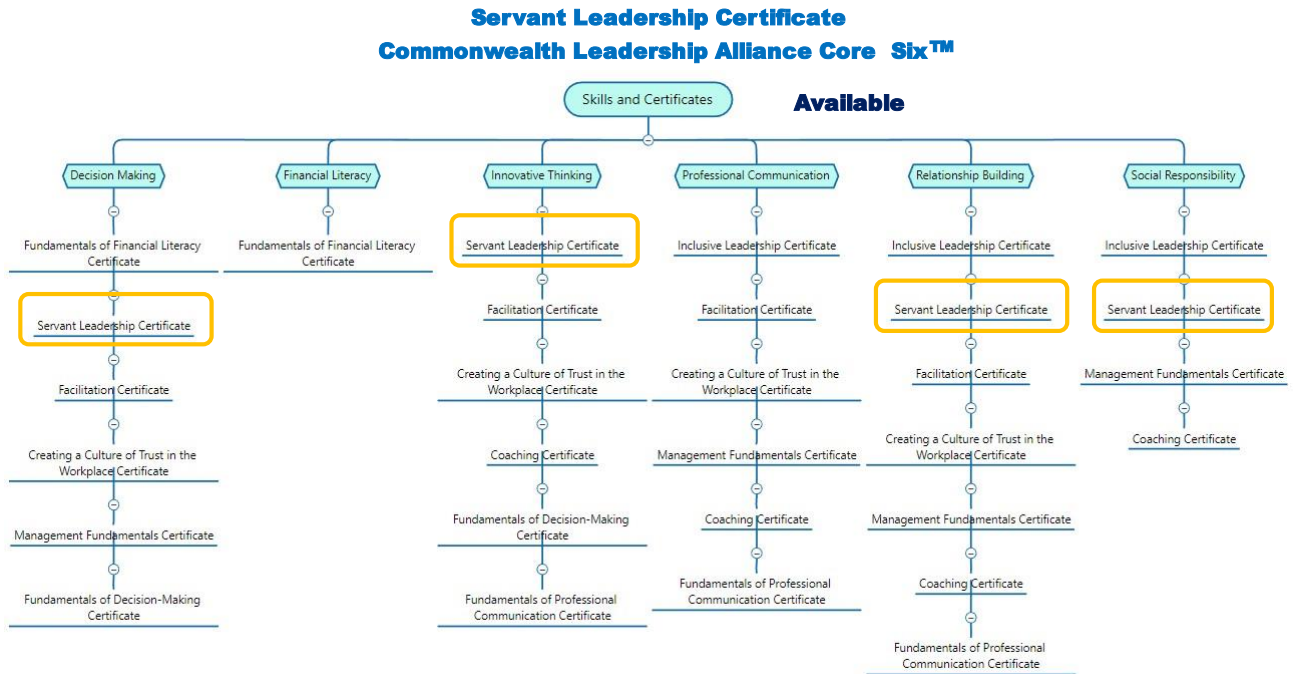
Assessments:

To demonstrate learning and be awarded the certificate, individuals will complete ungraded formative knowledge checks throughout each course, as well as a scored cumulative examination as part of the final reflection course.

Handbook – Certificate and Badge Program

Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Decision Making, Innovative Thinking, Relationship Building, and Social Responsibility.

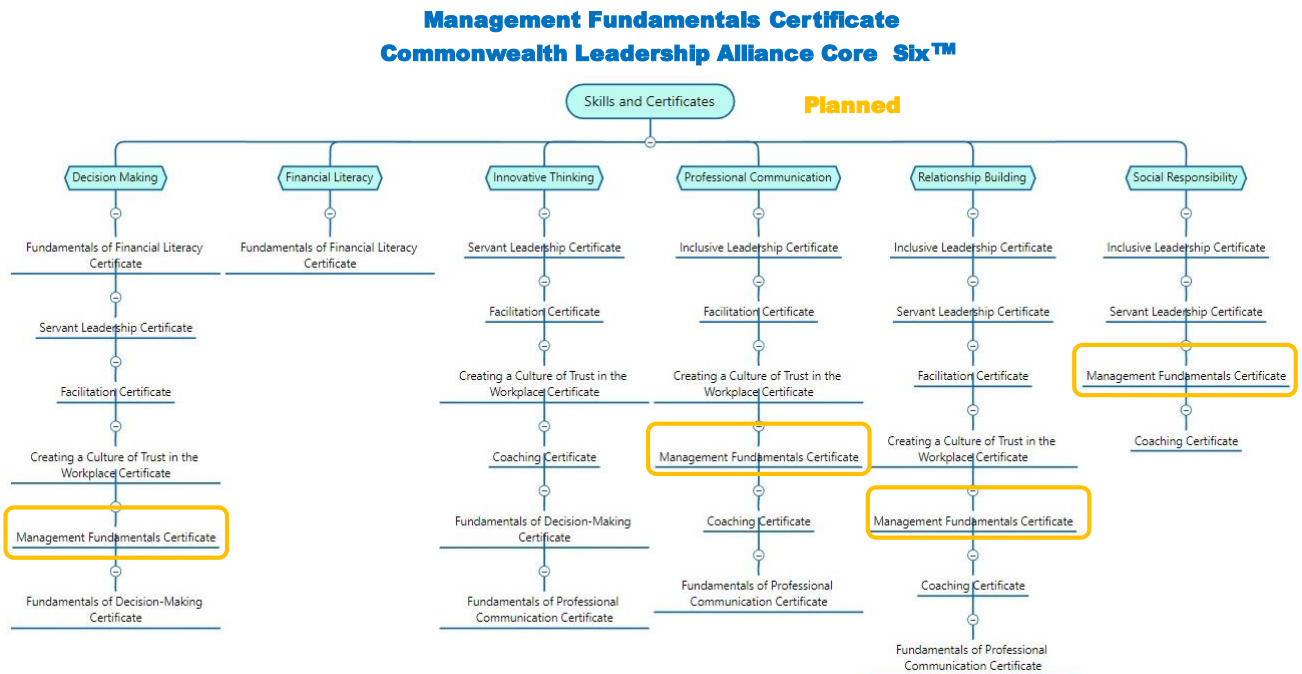


Management Fundamentals Certificate

Purpose: In Planning

Skills: Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Decision Making, Professional Communication, Relationship Building, and Social Responsibility.



Badges

Conflict Resolution Badge

This badge is earned by completing the Introduction to Conflict Resolution, followed by two courses with lessons covering Recognizing and Dissecting Conflict and Handling Difficult Conversations. This badge is recommended for advanced Chapter Members.

Find Your Path Certificate and Badges

Explore the activities and actions you are interested in by understanding how your interests and skills can guide your career decisions.

Certificate

Creating a Culture of Trust in the Workplace Certificate

Purpose: One thing remains the same – the need for trust in the workplace

Scope:

Regardless of your career path, you will find yourself in different workplaces throughout your career. While the roles and benefits will vary, one thing that will remain the same is the need for trust in the workplace. Creating a culture of trust will help you relate to your peers and set yourself apart as a leader.

In this certificate, you will explore working with different generations, managing office conflict, ethics in the workplace, and navigating the workplace environment.

Target Audience:

This certificate is intended for collegiate students at any level in their academic life.

Eligibility and Pre-Requisites:

To participate in this certificate, individuals must be a member of Alpha Kappa Psi, Catalyst, or Spark. There are no additional educational prerequisites, although it is recommended to complete the *Introduction to Principled Business Leadership* and *Passport to Success* courses before beginning your first certificate.

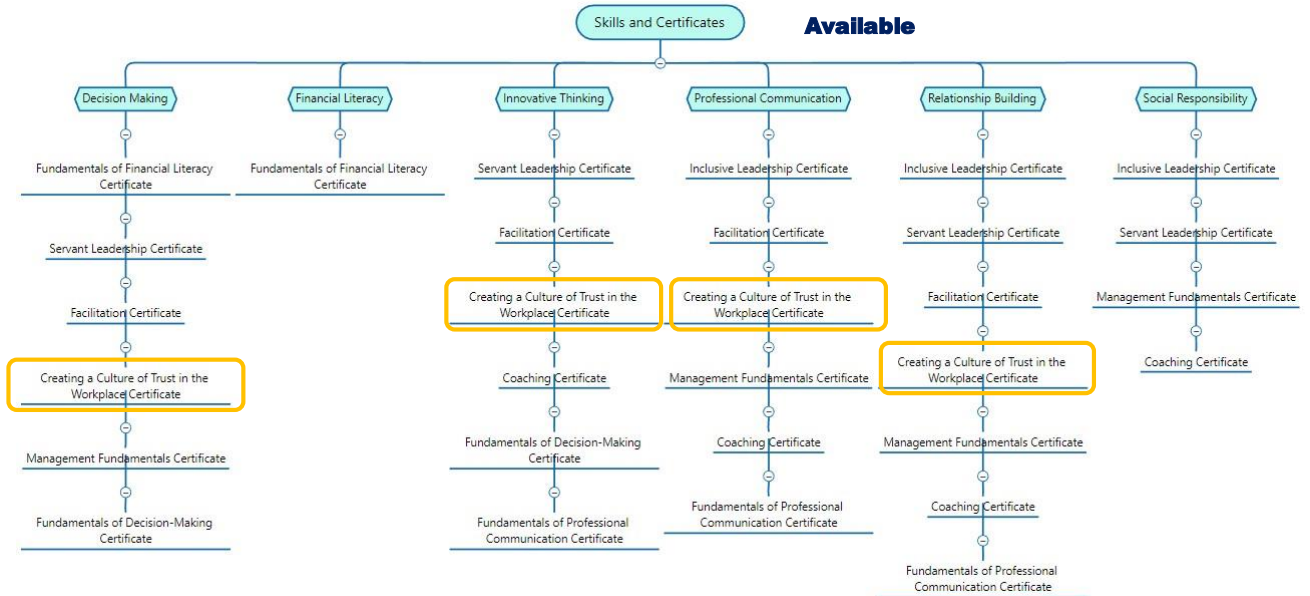
Assessments:

To demonstrate learning and be awarded the certificate, individuals will complete ungraded formative knowledge checks throughout each course, as well as a scored cumulative examination as part of the final reflection course.

Skills: Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Decision Making, Innovative Thinking, Professional Communication, Relationship Building, and Social Responsibility.

**Creating a Culture of Trust in the WorkPlace Certificate
Commonwealth Leadership Alliance Core Six™**



Badges

Passport to Success Badge

This badge is earned by completing the Introduction to the I Inc. model as a changed paradigm for success as the Chapter Member enters into their marketplace work experiences. The introduction is followed by three courses with lessons covering Exploring Your Passions, Discovering Your Opportunities, and Telling Your Story. This badge is recommended for introduction Chapter Members.

Entrepreneurship Badge

This badge is earned by completing the Introduction to Entrepreneurship, followed by three courses with lessons covering Starting a Business, Small Business Financials, and Managing a Business. This badge is recommended for intermediate Chapter Members.

Career Path Essentials Badge

This badge is earned by completing the Introduction to Job Search Essentials, followed by four courses with lessons covering Creating a Career Plan, Job Search Materials, Managing the Job Search Process, and Interviewing. This badge is recommended for introduction Chapter Members.

Practice Your Skills Certificates and Badges

Apply The **Commonwealth Leadership Alliance Core Six™** leadership training program which is critical for thriving personally and professionally.

Certificates

Fundamentals of Financial Literacy Certificate

Purpose: Create a Path to Financial Success

Scope:

Regardless of your career path, money management is a critical skill that everyone needs to have both personally and professionally. The way you manage your money has a direct relationship with other aspects of your life, so it is important to have the financial literacy to set yourself up for success. This certificate will include courses on financial management, financial decision-making, taxes, and financial planning.

Goals:

In this certificate, you will **clarify** what financial literacy is by **analyzing** the role financial management, financial decision-making, personal taxes, and financial planning play in your financial health. Upon completion of the certificate you will be able to **act** on becoming more financially stable and dependent.

Target Audience:

This certificate is intended for collegiate students with little to no background in personal finances interested in increasing their knowledge about financial literacy.

Eligibility and Pre-Requisites

To participate in this certificate, individuals must be a member of Alpha Kappa Psi, Catalyst, or Spark. There are no additional educational prerequisites, although it is recommended to complete the *Introduction to Principled Business Leadership* and *Passport to Success* courses before beginning your first certificate.

Assessments:

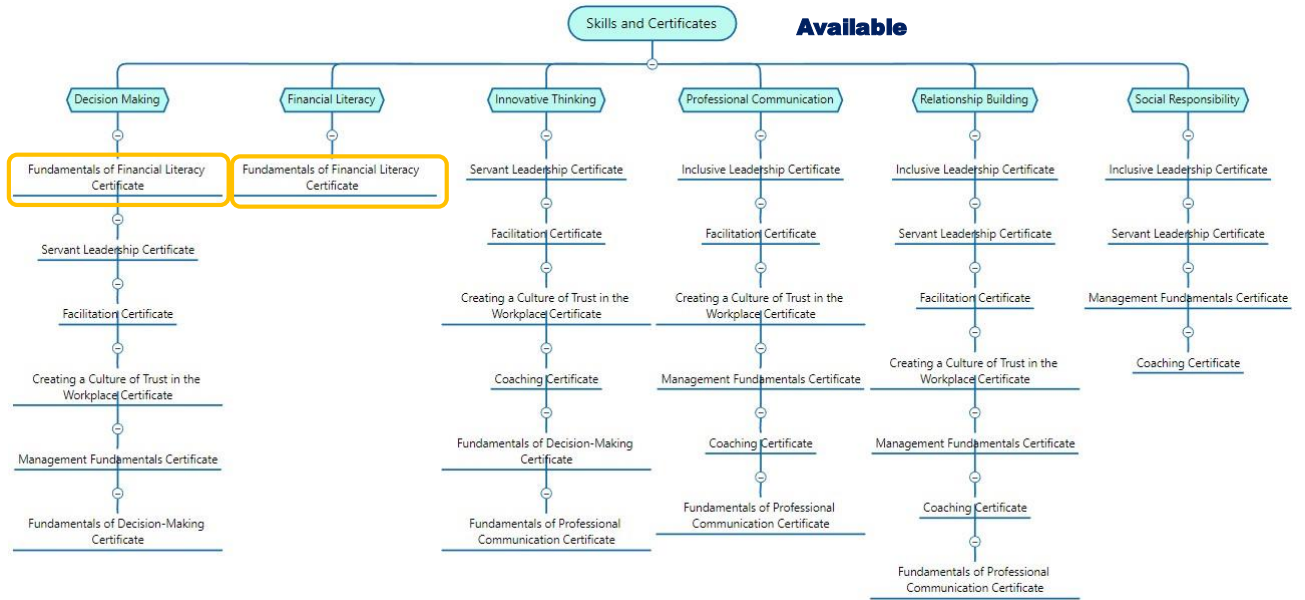
To demonstrate learning and be awarded the certificate, individuals will complete ungraded formative knowledge checks throughout each course, as well as a scored cumulative examination as part of the final reflection course.

Commonwealth Leadership Alliance Core Six™

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By earning this certificate, the Chapter Member is building superpowers in Decision Making and Financial Literacy.

Fundamentals of Financial Literacy Certificate Commonwealth Leadership Alliance Core Six™

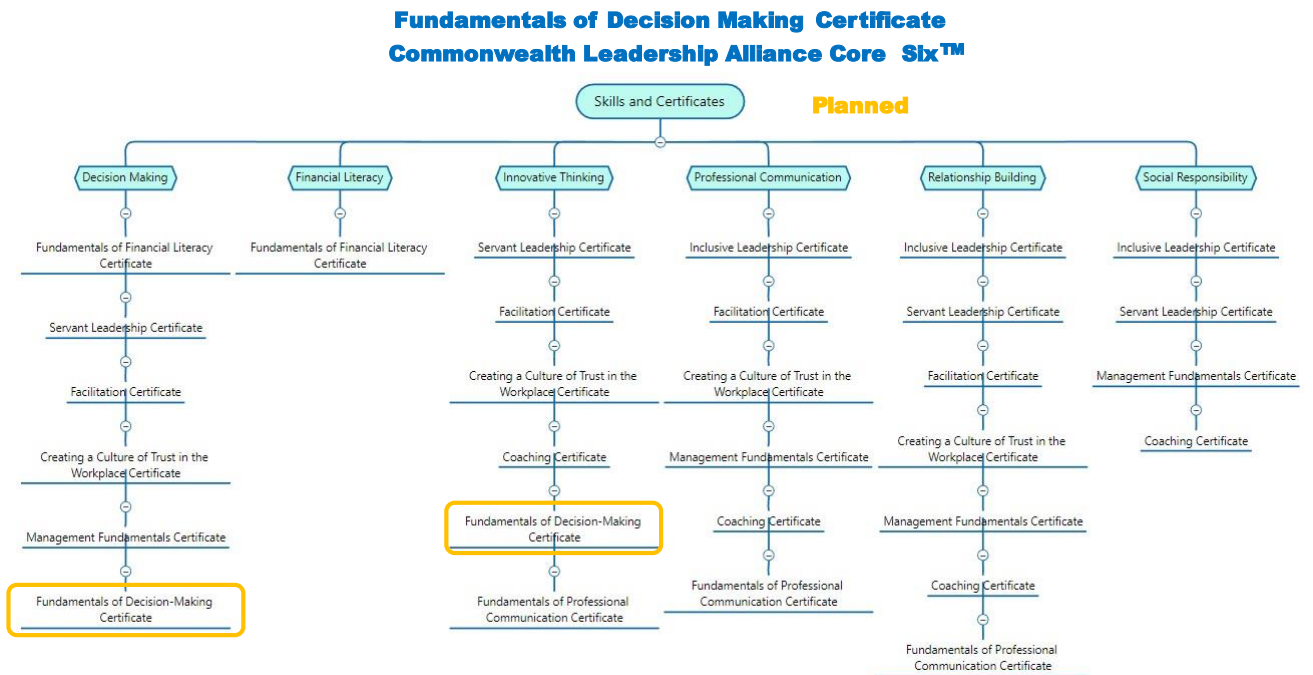


Fundamentals of Decision-Making Certificate

Purpose: In Planning

Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Decision Making and Innovative Thinking.



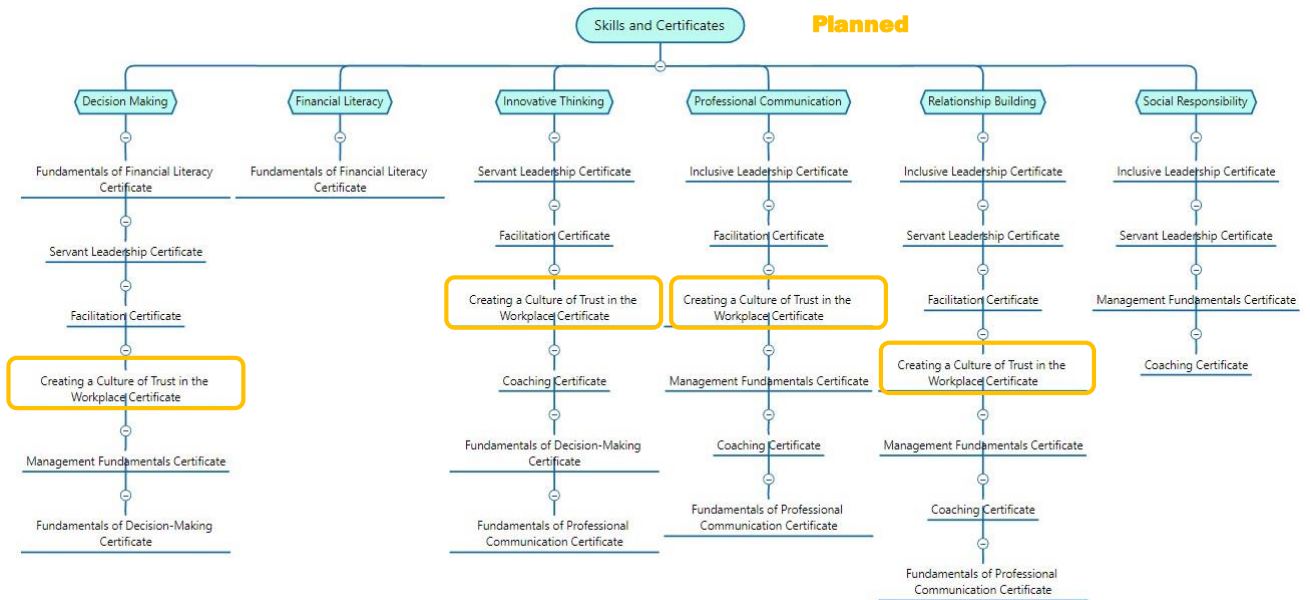
Fundamentals of Professional Communication Certificate

Purpose: In Planning

Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Decision Making, Innovative Thinking, Professional Communication, Relationship Building, and Social Responsibility.

Fundamentals of Professional Communication Certificate Commonwealth Leadership Alliance Core Six™

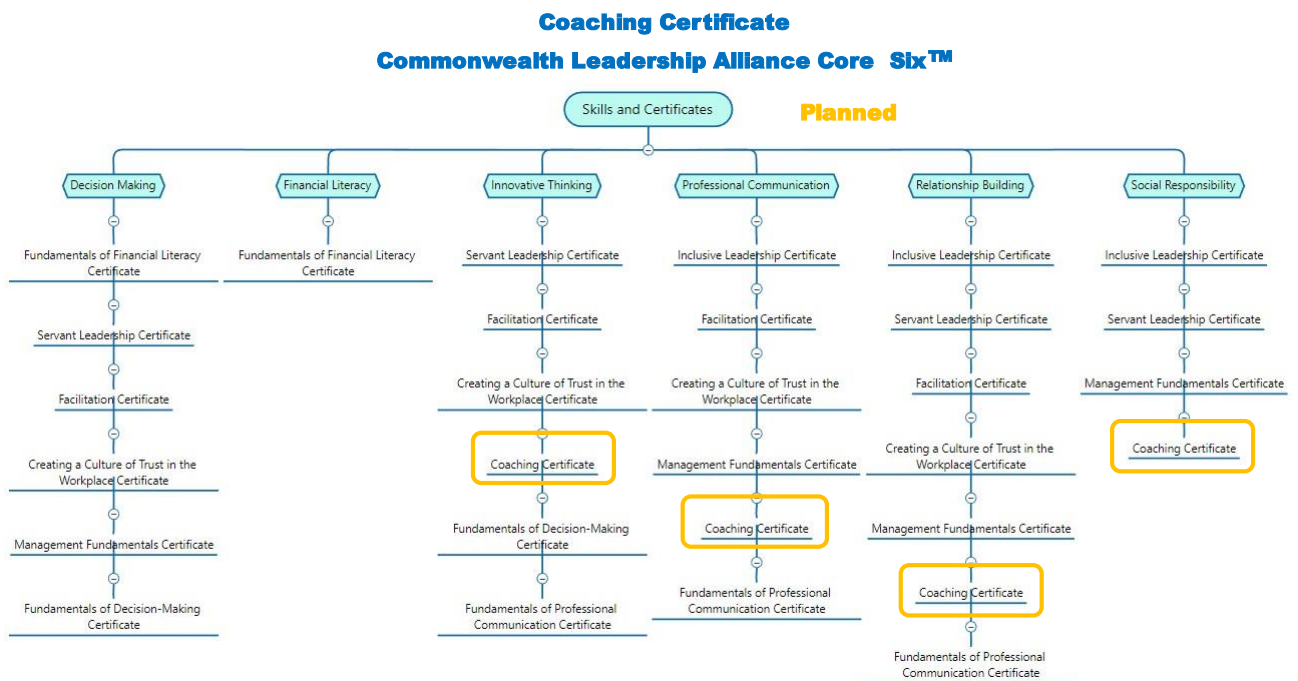


Coaching Certificate

Purpose: In Planning

Commonwealth Leadership Alliance Core Six™

By earning this certificate, the Chapter Member is building superpowers in Innovative Thinking, Professional Communication, Relationship Building, and Social Responsibility.



Badges

Fundamentals of Relationship Building Badge

This badge is earned by completing the Introduction to Relationship Building, followed by four courses with lessons covering Forming Healthy Relationships, Professional Relationships and Networking, Building Trust and Collaboration, and Motivating and Engaging Others. This badge is recommended for intermediate Chapter Members.

Fundamentals of Innovative Thinking Badge

This badge is earned by completing the Fundamentals of Innovative Thinking, followed by four courses with lessons covering Fostering Creativity, Design

Thinking, Analytical and Critical Thinking, and Building Culture through Innovation. This badge is recommended for intermediate Chapter Members.

Change Management Badge

This badge is earned by completing the Introduction Change Management, followed by two courses with lessons covering Managing the Change Process and Project Management Fundamentals. This badge is recommended for intermediate Chapter Members.

Fundamentals of Social Responsibility Badge

This badge is earned by completing the Introduction to Social Responsibility, followed by four courses with lessons covering Personal Social Responsibility, Corporate Social Responsibility, Community Engagement, and Sustainability. This badge is recommended for introduction Chapter Members.

Facilitation Badge

This badge is earned by completing the Introduction to Facilitation, followed by three courses with lessons covering Facilitation Skills, Facilitation Preparation, and Virtual Facilitation. This badge is recommended for intermediate Chapter Members.

Training and Education

The Commonwealth Leadership® Alliance provides instruction and training to aid participants in acquiring specific knowledge, skills, and/or competencies to meet the intended learning outcomes. They are designed to enable the Chapter Member to learn leadership in community. As the member joins together with other members to complete the courses and activities, they begin to build a network of peers with like interests. The courses are built on a business model perspective of this leadership concept, which enables the member to develop themselves as a business leader.

The Chapter member progresses at their own pace, with their own learning dashboard showing their progress. The learning experience consists of completing a number of lessons within each course, which may be offered as video, documents to read, or exercises to complete. Knowledge checks are provided along the way to ensure the learning outcomes are being met, and a reflection ties it all together at the end. The

Chapter Member can work on more than one thing at a time, and does not have to complete things in sequence, but it is encouraged to pace through each level progressively as the courses are bundled together to provide the best learning. Some courses are self-paced, but others require the Chapter Member to join together with others and participate in an event. The Chapter Member can expect to spend xx hours a week in completing learning activities or engaging in networking opportunities.

Methods to Access Course Materials

Courses are accessed online through a Learning Management System. Once a person joins a Chapter, they have free access to all learning materials.

If you are an AKPsi Chapter member, follow the steps below to access course materials:

1

Process to Access Curriculum - AKPsi



If you are a Catalyst or Spark Chapter member, follow the steps below to access course materials:


Process to Access Curriculum – Catalyst or Spark

2

1

Business Edge


Learners access their profile and account from the Businessedge.org site by using a unique username and password.



2

Courses


Learners launch their courses and gain access to the learning management solution, Thinkific.



3

Thinkific


Once launched, learners navigate to a certificate course or bundle (collection of courses) to complete the necessary content.



4

Certificate

Learners complete the certificate by enrolling in and passing the certificate assessment course.



Courses and Course Contributors

Commonwealth Leadership Alliance The Journey™ Subject Matter Experts have impressive qualifications with real-life experience in the content they helped build in order to produce the desired learning outcomes. Each contributor's background is shown on the website beneath the course curriculum and listed below.

Creating a Culture of Trust in the Workplace Certificate

To earn the Creating a Culture of Trust in the Workplace certificate, you will need to complete the following courses:

- Introduction to Workplace Environments
- Working with Different Generations
- Managing Office Conflict
- Ethics in the Workplace
- Navigating the Workplace Environment
- Creating a Culture of Trust in the Workplace Certificate Assessment

Course Contributor 1: Thomas Tran, Past Fraternity President | Senior Product Manager

Thomas is an experienced product leader, project manager, and entrepreneur that has led product launches for multiple, diverse industries from start-ups to enterprises. Currently, as a Senior Product Manager at Workday, Inc., he is responsible for the compute engine's product roadmap and innovation with Adaptive Planning, a cloud-based platform for finance, workforce, and operational planning. Before that, he was the VP of Product management at a tech startup where he led the development of a next-generation cloud management solution that generated \$1+ MM in annual revenue, built an engineering team of 9, and partnered with Microsoft to develop the first of its kind customer onboarding tool for Azure cloud workspaces. Additionally, in 2013, he left Corporate America and NYC, to move to India to build out his tech startup, designing web, and mobile application ideas. With over 15+ years of professional experience, Thomas is driven by team and customer success and has a passion for developing new ideas, delivering results for customers, and coaching a team to overcome challenges in dynamic environments. He has written a couple of LinkedIn blogs such as "The Art of Product Launch", "Becoming an Agile Leader", and "It's OK to Dream the Impossible. The Truth about Goal Setting." Thomas is also an AKPsi volunteer, formally the Fraternity President, and has held multiple roles such as Chapter Advisor, Regional Director, and facilitator/presenter at AKPsi events. Outside of work and volunteering, Thomas enjoys CrossFit training, hiking, and traveling to new cities/countries to explore eateries off the beaten path. He holds a Bachelor's in Management Information Systems from The Pennsylvania State University and currently resides in Dallas, TX. Thomas assisted with reviewing the online courses for the Creating a Culture of Trust in the Workplace certificate.

Course Contributor 2: Dr. Tymon Graham, Associate Vice President for Student Success and Engagement, Edward Waters University

Dr. Tymon Graham, currently serves as the Associate Vice President for Student Success and Engagement at Edward Waters University. Prior to joining Edward Waters University, Dr. Graham held roles in South Georgia State College, Coker University, and Kentucky State University in Enrollment Management, Campus Life, Student Success and Strategic Initiatives. Dr. Graham is a graduate of South Carolina State University where he earned his Bachelor of Science degree in Family and Consumer Sciences: Business with a concentration in Child Development and

University of West Georgia where he earned a Master of Education degree in Professional Counseling with an emphasis in College Student Affairs. Dr. Graham earned his Doctor of Education degree in Higher Education and Organizational Change from Benedictine University and received a certificate in Diversity, Equity, and Inclusion in the Workplace from the University of South Florida. While in undergrad at South Carolina State University, Dr. Graham pledged Alpha Kappa Psi in the Spring of 2008 through the Kappa Upsilon Chapter. Thereafter he served the chapter faithfully as Master of Rituals from 2008 – 2010. He regularly supports the chapter and visits the undergraduate Brothers. Dr. Graham is a customer-service, student-centered higher education administrator and leader. As a scholar-practitioner, Dr. Graham has participated in lectures and/or presented research nationally and internationally. Dr. Graham is the Principal Consultant at TMGraham Consulting, LLC, a life member of Alpha Kappa Psi Professional Business Fraternity, Incorporated. He serves on the Board of Directors for the Collegiate Black Male Network, Incorporated as the Vice Chair and Secretary and a Board Member #FreeFoundation (hashtag Free Foundation).

Course Contributor 3: Tomeria Jordan, Academic Curriculum Manager, Johns Hopkins University Center for Government Excellence

Tomeria Jordan (Allen) joined AKPsi in 2005 at Old Dominion University where she graduated with a bachelors degree in International Business and Economics. She went on to obtain her masters from the University of Maryland, Baltimore County in 2015. With over 20 years of work experience across various sectors she has developed a knack for inspiring the lives of others and helping them achieve their personal and professional goals. Tomeria was the first Training & Development Manager that Clements Worldwide hired in its 70+ year history. Since 1947, Clements Worldwide has enabled millions of people to live and work in 170+ countries around the world. Prior to joining Clements Worldwide, Tomeria worked for GEICO, Management Concepts, Starbucks, The Virginia State Corporation Commission (Bureau of Insurance), Felts Drug Store, The Constant Convocation Center and The Crater Aids Action Program. As a result, she has gained a wealth of knowledge and experience across various industries and job functions. In addition to her day job, Tomeria is working on a few ventures of her own to help inspire and support others. Tomeria hosts The Confidence Restored Podcast by CC:America where she can give back by sharing stories of faith, inspiration, and transformation. Her show has

reached listeners in over 25 countries thus far and has been ranked as one of the top 10% most popular shows out of 2.7 million podcasts globally, ranked by Listen Score. Tomeria is also the founder of CC:America LLC and Confident Connotations LLC. CC: America LLC was created to provide coaching and consulting services to others in the areas of training and personal development. Confident Connotations LLC was created to provide inspirational apparel and products that inspire confidence and provide an opportunity for others to share their faith. Over the years she has also volunteered with several organizations including but not limited to the Urban League of Hampton Roads Young Professionals, Mission, Launch Inc., Revelation Word Ministries, and Calvary Revival Church She has grace many stages as well, including but not limited to being a panelist at the 2017 Society for Industrial and Organizational Psychology (SIOP) Annual Conference – Fostering Millennial Career Development (April 2017), presenting at Training Magazine's Online Learning Conference (2014 and 106), and teaching Zumba at GEICO and Clements Worldwide.

Inclusive Leadership Certificate

To earn the Inclusive Leadership certificate, you will need to complete the following courses:

- Introduction to Inclusive Leadership
- Understanding Identity
- Business Not Bias
- Reframing Respect
- Advocating for Allyship
- Inclusive Leadership Certificate Assessment

Course Contributor: Amanda Belcher, Fraternity Manager of Diversity, Equity, and Inclusion
Amanda was initiated as a Brother to the Zeta Tau chapter in Fall 2008 and became president of her chapter the following year. She graduated from WKU in 2010 with a bachelor's degree in Communication Studies, a minor in Spanish (studied abroad in Costa Rica), and later earned a Master's degree in Organizational Communication (presenting her research in two national conferences). Amanda has more than 14 years of experience in leadership and more specifically, Human Resources Leadership across multiple industries. Amanda is currently the Director of Human Resources for Sarah Cannon, the Cancer Institute of HCA Healthcare. Her work has spanned across compensation practices, leadership development programs, organizational structure and design, retention strategies, internal communication,

organizational culture, and diversity, equity, and inclusion (DEI) strategies. She is a newly appointed volunteer for Alpha Kappa Psi, passionate about working with our teams to enhance the diversity, equity, and inclusion of our organization.

Fundamentals of Financial Literacy Certificate

To earn the Financial Literacy certificate, you will need to complete the following courses:

- Introduction to Financial Literacy
- Financial Management
- Financial Decision-Making
- Personal Taxes
- Financial Planning
- Financial Literacy Certificate Assessment

Course Contributor 1: Hernan Mayol, Export Finance Management, Office of International Trade

Herman is a global leader with over 25 years experience in Financial Service, Strategy, and Business Development focused on Trade and Working Capital Solutions, Global Payments, Structured Trade Finance, Risk Mitigation, Alternative Investments and Innovation in the Banking industry.

Course Contributor 2: Senen Garcia, Managing Attorney

Senen is an experienced Business Attorney/Accountant with a demonstrated history of working small and medium sized businesses. He is skilled in various Commercial transactions, Litigation, Income Tax, and Property and Casualty, as well as has strong interpersonal skills coupled with a Juris Doctorate and MBA.

Servant Leadership Certificate

To earn the Servant Leadership certificate, you will need to complete the following courses:

- Introduction to Servant Leadership
- Servant Leadership for Self
- Servant Leadership for Others
- Servant Leadership for the Organization
- Applying Servant Leadership Model to Commonwealth Models
- Servant Leadership Certificate Assessment

Course Contributor: Cindy Rose, Managing Partner, Callahan & Rose Consulting

Cindy Rose, as Managing Partner, is all about helping individuals, teams, and organizations become their “best selves” as they navigate change and chart their careers. Cindy invests in people to deliver creative results. Her strength is fostering collaboration and coaching individuals and teams to be high performing. Cindy has a master’s in organizational leadership, and focuses on helping individuals and teams apply the theories of Leadership in practical ways that enhance their teams and their organization. Cindy also facilitates organizations to gain value through large scale change and innovation. Some of the ways Cindy has done this is by helping Ford navigate global change, managing the Navy and Marine Corp upgrade of 450,000 users to new laptops with new software capabilities, and working with the Alpha Kappa Psi business fraternity to focus their members on acquiring principled business skills.

Assessment Description

The Commonwealth Leadership® Alliance provides multiple choice questions for the certificate assessment, which is provided to the individual after all courses within the certificate have been completed. Self-reflection open-ended questions, separate from the assessment, help the individual capture the non-standardized characteristics of their individual learning experience.

Most individuals pass the assessment on their first try, but any individual is allowed to retake the assessment at any time. Once the assessment is passed, the individual receives an electronic online certificate found under “My Account” which can be added to LinkedIn or downloaded as a PDF.

The Certificate expires in three (3) years from the date of issue (1,025 days), as it is expected the learning remains fresh and applicable within that period of time. Individuals are encouraged to refresh their certificate at the end of three years by taking the courses again. Certificates are electronically retained for 5 years from the date of issue.

Policies

Code of Ethics

As a member, I will refrain from engaging in conduct that may raise questions as to the organization's integrity, honor, reputation or otherwise cause embarrassment to the organization.

I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically, or sexually abuse or haze any human being and will actively advocate for a positive and respectful environment for all current and potential members.

I will report activities I am witness to or made aware of that violate this Statement of Ethics.

I will protect the health and safety of all human beings.

I will create an environment that is welcoming, vibrant, equitable, diverse, inclusive, and safe.

I will not use or support the use of illegal drugs or other controlled substances; I will not abuse or support the abuse of alcohol.

I will strive to meet or exceed all academic requirements of my institution while practicing academic integrity.

I will respect the property of the organization and others.

I will meet my financial obligations promptly.

I take responsibility for my conduct and will abide by this Statement of Ethics. I will do everything within my power to help fellow members follow the Statement of Ethics.

I understand if I am named in an allegation of misconduct, my membership may be summarily suspended to ensure the continued well-being and orderly functioning of the organization. A summary suspension may not be appealed and will continue until the

investigative body (organization, university, or police) completes the investigation or the allegations have been resolved.

I understand the Commonwealth Leadership® Alliance Board of Directors has the responsibility to uphold the organizational governing documents. I further understand a violation of these policies can result in disciplinary action. I understand only the Commonwealth Leadership® Alliance Board of Directors can suspend a member for disciplinary reasons or expel a member from the organization.

Complaints and Appeals Policy

Complaints and appeals by program participants will be monitored and responded to in a timely fashion and handled, according to the Complaints and Appeals process. Information will be given to the program participant lodging the appeal to communicate how the appeal will be addressed.

Program participants should make their appeal known to the Program by accessing the contact email to be able to seek resolution in a constructive manner. Program participants who do not use the established process will be contacted and asked to use the system in place for a response with an appropriate resolution.

Anyone who has a concern to appeal is encouraged to make it known using this form:
<https://www.businessedge.org/contact/>

Changes to program Requirements

Changes to the program will be communicated via the BusinessEdge.org website, to include the date the change is effective. Program participants can refer to any changes by accessing the website: BusinessEdge.org

Use of Certificates

Individuals who hold Commonwealth Leadership® Alliance certificates may use a certificate only to represent that you as an individual have successfully completed a task, class, or activity necessary to learn the information, and have passed the assessment and

reflected on your learning. Commonwealth Leadership® Alliance certificates do not indicate competency beyond the specifics of the activity. You may add your certificate to LinkedIn or download it as a PDF from the Certificates section found under "My Account."

Cost

The investment in earning certificates is a valuable investment in yourself. Currently, the Commonwealth Leadership® Alliance curriculum is available to AKPsi members through membership fees paid online using the member services payment form.

Disclaimers

Policies held within this Candidate Handbook are not intended to be an exhaustive list. Further information on Certification may be found on the Commonwealth Leadership® Alliance website: <https://www.businessedge.org>

Heading

Subheading

Body Text