Managing people can be the toughest part of a supervisor's job. To be successful, a manager or supervisor needs strong “people skills” and expert knowledge of the law. The Leadership Development Program is designed to provide knowledge and to develop skills in achieving results from our most important resource, “people power.” The program consists of 50 hours of training divided into both required and elective seminar presentations. The required seminar presentations focus on basic functions of the supervisory process. The elective seminar presentations may be tailored to the individual's specific needs and interests. The total 50 hours of training must be completed within a three-year period but can easily be completed within one year if desired. Successful completion of the program illustrates a desire for continuous learning and improvement and a commitment to the University.

Included Positions:
- All continuous, regular staff positions within Student Affairs.

Approved Certifications:
- OSU Leadership Development Program

Courses leading to certification may be paid for by the department as part of the employee’s training plan. The appropriate unit head or his/her designee must approve training plans prior to scheduled courses to ensure adequate staffing and budgetary considerations.

Pay Increases:
- $250 one-time payment net ($390.02 gross).
- Increase will be given within 30 days of program completion verification.
- Increases will be given to any person in an included position who completes the program after July 1, 2004.
- Increase will be given to any person in an included position who completed the program prior to July 1, 2004, AND was a successful ALP participant in calendar year 2004 or 2005.
- Multiple completions of the Leadership Development Program will not result in additional one-time payments.
- All program requirements must be fulfilled before a payment can be granted.
- Payments are subject to appropriate taxes and withholdings.

Oklahoma State University reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the plan, in whole or part, at any time, with or without notice. The language that appears in this document is not intended to create, nor is it to be construed to constitute, a contract between Oklahoma State University and any or all of its employees.

Review and Approval:

Jamie Payne, SPHR; Chief Human Resources Officer

Dr. Lee Bird, Vice President, Student Affairs