



OSU FACILITIES MANAGEMENT LEADERSHIP DEVELOPMENT PROGRAM

The OSU Facilities Management Leadership Development Program is available to OSU employees who wish to develop management skills to effectively lead people.

Program Specifics:

This certificate program has two (2) levels.

Level 1- is available to all OSU Facilities Management employees.

- Participation must be approved by your supervisor through the Learning Management System (LMS).
- Staff have up to two (2) years to complete the courses.
- The courses are offered each fall and spring and are subject to change throughout the calendar year to provide a range of options.

Participant Expectations:

1. Receive proper approval before enrolling in the program.
2. You can only be enrolled in one certificate program at a time, with the exception of the Procurement Professionals Certification.
3. Enroll in the program through the Learning Management System (LMS), talent.okstate.edu.
4. Complete all eight (8) core courses and two (2) elective courses to graduate the program.
 - a. Classroom Courses:
 - i. A course can only be counted once. All courses used to obtain a certificate of completion cannot be used to complete any other track.
 - ii. Session attendance records will be used for verification purposes. Remember to sign in when you attend a session.
 - b. Online Course:
 - i. We recommend you keep printed test scores in case they are needed for verification. The LMS or LinkedIn Learning platforms must show the class as completed in order for credit to be given.
5. Once you have completed the program requirements (core and elective), return page 3, Completion Form, to Talent Development, 201 General Academic Building or by e-mail to osu-trng@okstate.edu.
6. An official Certificate of Achievement will be sent through campus mail. Your supervisor will be notified of your training program completion.

*Upon completion of the FM Leadership Program you will receive a completion certificate and a one-time \$50 incentive payment.



How to ENROLL in the Facilities Management Leadership Development Program

- 1) Using your o-key credentials log-In to the LMS at talent.okstate.edu
- 2) Access the **Learning library** using the **My community** drop down menu
- 3) Use the search filters or the open text field at the top right of the screen to locate the *Facilities Management Leadership Development Program (level 1 or level 2) - Enrollment*.
- 4) After reading the details of the program, click “Add to plan” and “Request approval” at the bottom.
- 5) Your supervisor will receive an email notification to requesting approval of your enrollment. Once approved, you will have two (2) years from the approval date to complete the Certificate Program.

We suggest that once you are approved for a program that you print or save the tracking/completion form (available within the *Facilities Management Leadership Development Program- Enrollment* activity) and begin tracking your courses.

- 6) After successful completion of Level 1, speak with your supervisor about enrolling into Level 2 of the Facilities Management Leadership Development Program.
- 7) Repeat above to enroll in Level 2.

If you are participating in a certificate training program, it is critical to pace your progress in the program. Pacing is important for two reasons: 1.) so you are able to take advantage of a variety of courses that will best serve your needs and interests when a course is offered 2.) so you complete the program before your due date.

It is our policy to not extend program due dates as we feel the program time frames allow ample time to complete. If you are enrolled in a curriculum program and do not know your current due date, please contact Talent Development at 4-5374 or at osu-trng@okstate.edu for this information.



**OSU FACILITIES MANAGEMENT
LEADERSHIP DEVELOPMENT PROGRAM
LEVEL 1**

COMPLETION FORM

EMPLOYEE NAME:	DEPARTMENT:
EMAIL:	
SUPERVISOR'S NAME:	SUPERVISOR'S EMAIL:

TRAINING COURSE TITLE	COMPLETION DATE
CORE COURSES - 8 REQUIRED	
Discover Your Strengths OR The Working Genius	
Safety is Everybody's Business	
Staff Development Day (Spring only) morning or afternoon	
Sustainability in the Workplace	
The Speed of Trust Foundation	
Violence Prevention in the Workplace	
Crucial/Difficult Conversations	
The Indispensable Employee	
ELECTIVE COURSE- 2 REQUIRED	
CLASSROOM, VIRTUAL or an on-demand module offered through talent.okstate.edu OR a 1-hour course offered through LinkedIn Learning. ELECTIVE COURSE should offer training related to the OSU Core Competencies: Teamwork, Service, Professionalism, Stewardship, or Supervisor Skills.	



OSU FACILITIES MANAGEMENT LEADERSHIP DEVELOPMENT PROGRAM

The OSU Facilities Management Leadership Development Program is available to OSU employees who wish to develop management skills to effectively lead people.

Program Specifics:

This certificate program has two (2) levels.

Level 2 is available to all Facilities Management staff who have completed Level 1 and currently supervise, or expect to soon supervise, other OSU employees.

- Participation must be approved by your supervisor through the Learning Management System.
- Staff have up to two (2) years to complete the courses.
- The courses are offered each fall and spring and are subject to change throughout the calendar year to provide a range of options.

Participant Expectations:

1. Receive proper approval before enrolling in the program.
2. You can only be enrolled in one certificate program at a time, with the exception of the Procurement Professionals Certification.
3. Enroll in the program through the Learning Management System (LMS), talent.okstate.edu.
4. Complete all ten (10) core courses and two (2) elective courses to graduate the program.
 - a. Classroom Courses:
 - i. A course can only be counted once. All courses used to obtain a certificate of completion cannot be used to complete any other track.
 - ii. Session attendance records will be used for verification purposes. Remember to sign in when you attend a session.
 - b. Online Course:
 - i. We recommend you keep printed test scores in case they are needed for verification. The LMS or LinkedIn Learning platforms must show the class as completed in order for credit to be given.
5. Once you have completed the program requirements (core and elective), return page 6, Completion Form, to Talent Development, 201 General Academic Building or by e-mail to osu-trng@okstate.edu.
6. An official Certificate of Achievement will be sent through campus mail. Your supervisor will be notified of your training program completion.

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- 5) Your supervisor will receive an email notification to requesting approval of your enrollment. Once approved, you will have two (2) years from the approval date to complete the Certificate Program.

We suggest that once you are approved for a program that you print or save the tracking/completion form (available within the *Facilities Management Leadership Development Program- Enrollment* activity) and begin tracking your courses.

If you are participating in a certificate training program, it is critical to pace your progress in the program. Pacing is important for two reasons: 1.) so you are able to take advantage of a variety of courses that will best serve your needs and interests when a course is offered 2.) so you complete the program before your due date.

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OSU FACILITIES MANAGEMENT
LEADERSHIP DEVELOPMENT PROGRAM
LEVEL 2

COMPLETION FORM

EMPLOYEE NAME: DEPARTMENT:
EMAIL:
SUPERVISOR'S NAME: SUPERVISOR'S EMAIL:

Table with 2 columns: TRAINING COURSE TITLE, COMPLETION DATE. Includes sections for CORE COURSES - 10 REQUIRED and ELECTIVE COURSES- 2 REQUIRED.