

Leaders of Excellence and Distinction (LEAD)

Blended Course | 2025–2027
2-Year Certificate Program – Year One

Contacts

Co-Directors of Professional Development

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Description

LEAD maintains a strong focus on professional development for campus staff, partnering closely with Employee and Organizational Development in Central Human Resources. LEAD's mission is to foster engagement of staff by promoting professional development for future and current leaders.

Participants will benefit from partnerships across campus through hands-on training, leadership development, and professional growth opportunities coordinated by the LEAD Executive Board.

Visit the [LEAD website](#) for upcoming trainings, best practices, and professional growth resources at UCR.

Professional Development Leave

Employees may request professional development leave in accordance with [PPSM-50](#), which provides up to 80 hours (nonexempt) or 10 workdays (exempt) of paid release time per calendar year for approved professional development activities.

Prerequisites

- Must have passed probationary period
 - Must have satisfactory (or equivalent) performance appraisal
 - Must have approval from direct supervisor
 - Represented employees must contact Labor Relations for necessary approval
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Blended Course Format

This program is offered in a **blended format** combining asynchronous online learning and live virtual sessions.

Participants will engage in:

- **LEAD R'Ship** virtual sessions
- Self-paced **FranklinCovey** online courses (3-week modules, ~30 minutes per week)
- Periodic in-person learning events and cohort discussions

Active participation and completion of all coursework are required.

If you have a hybrid work schedule, please plan on adjusting your on-campus presence as needed.

Learning Outcomes

- **Develop Self-Awareness:** Enhance understanding of personal strengths, weaknesses, and leadership style through FranklinCovey courses, DiSC assessment, and LEAD R'Ship sessions.
- **Strategic Leadership:** Apply key leadership principles to foster collaboration, accountability, and innovation.
- **Continued Professional Development:** Encourage ongoing learning, self-reflection, and peer engagement through regular assessments and discussions.

Upon successful completion of Year One, participants will demonstrate leadership skills applicable to their **Year Two Capstone Project**, presented to the LEAD Executive Board and campus community.

Course Materials

All materials and assessments are included in the program at no cost to participants.

Program Requirements

Required Assessment

Everything DiSC Assessment – December 2, 2025 (In-Person)

Facilitator: *Alexandra Rollins*

Focus: Understanding communication and behavioral preferences to enhance collaboration and effectiveness.

Required Courses and Schedule

Each FranklinCovey course is a 3-week online program, requiring approximately 30 minutes of engagement per week. Courses are spread throughout the year, building on each other, and conclude with a FranklinCovey Debrief at the end of the program. The DiSC Assessment takes place at the beginning of the program in December, providing participants with insights to guide their learning and growth throughout the year.

Format	Duration	Topic / Activity	Facilitator(s)	Date & Time
Zoom Meeting	30 minutes	Program Introduction & Syllabus Review	Alex & Shannon	November 10th 2025
Zoom Meeting	1.5 hours	Follow R'LEAD	Zachary Rehfeld	October 21, 2025 10:30 a.m. – 12:00 p.m.
Zoom Meeting	1 hour	LEAD R'Ship Series	JoAnna Van Brocklin	November 6, 2025 9:30 – 10:30 a.m.
In-Person	3 hours	DiSC Training	Alex Rollins	December 2, 2025 9:30 – 11:30 a.m.
In-Person	1 hour	Lunch with CHRO	Alex Najera, Alex & Shanna, Cristina & Erika, LEAD Cohort	January 29th 12:00pm - 1:00pm
Online (LMS)	3 weeks (~30 min/week)	Growth Mindset	On Demand All Access Pass Platform	January
Zoom Meeting	1 hour	LEAD R'Ship Series	Grace	February 10th 2026
Online (LMS)	3 weeks (~30 min/week)	Establishing Credibility	On Demand All Access Pass Platform	March

Format	Duration	Topic / Activity	Facilitator(s)	Date & Time
Zoom Meeting	1 hour	LEAD R'Ship Series	—	April 14th 2026
Zoom Meeting	1 hour	LEAD R'Ship Series	—	May 13th 2026
Online (LMS)	3 weeks (~30 min/week)	Individual Goals	On Demand All Access Pass Platform	June
Zoom Meeting	1 hour	Franklin Covey Course Debrief Franklin Covey Course Debrief <i>An opportunity for participants to reflect on their learnings from the micro-learning courses and engage in conversation with the LEAD Co-Directors of Professional Development about the trainings.</i>	Alex & Shannon	August 11th 2026
Zoom Meeting	4 hours	Final Capstone Presentation & Ceremony	Lead Cohort	June 8, 2027 9:00 a.m. – 1:00 p.m

Future Professional Development Opportunities

After completing the LEAD program, participants may choose to continue their growth through other professional development offerings. Please note that some programs may have associated costs. Examples include:

- **UC People Management Certificate Program**
- **Building Core Supervisory Competencies (BCSC)**
- **Spark**
- **Mastering Management**

Technology Requirements

To fully participate in online learning, participants must have:

- A computer with a current operating system and reliable internet access
- A UCR NetID and email account
- Current web browser (Google Chrome recommended)

Capstone Project

The LEAD Capstone Project is designed to address a real challenge or opportunity facing the campus that the cohort can help improve. Past capstone projects have included initiatives such as:

- Conducting a campus-wide survey
- Developing and delivering a training course
- Raising awareness around a specific issue

The cohort will collaborate with the **LEAD Executive Board** to determine the focus of the capstone project. The project will be presented to the campus community at the conclusion of the program in **June 2027**.

Attendance Policy

Active participation is required.

If you miss a session, you are responsible for reviewing material and coordinating with your cohort to stay current. Missed virtual courses may need to be made up during future offerings.

Conduct & Netiquette

Professionalism and respect are expected in all program interactions.

Netiquette Guidelines:

- Use respectful, inclusive language in all communications.
 - Avoid typing in ALL CAPS (considered “shouting”).
 - Begin emails with an appropriate salutation (e.g., “Hello Alex,” “Good afternoon Shannon”).
 - Use proper grammar and punctuation.
 - Avoid slang and profanity.
 - Keep your camera on during live sessions when possible.
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Instructional Methods

Instruction will include:

- Live Zoom sessions

- Asynchronous online courses
 - Guest speakers
 - Group discussions and projects
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Diversity & Inclusion

UCR is committed to maintaining an environment that is inclusive, safe, and respectful for all participants. You are encouraged to bring your authentic self and value the diverse perspectives of your peers.