

## Inspiring Leaders FAQs

### **Who is eligible to attend Inspiring Leaders?**

Workshops are open to all staff whether they want to pursue their certificate or attend individual sessions.

### **How do I get started?**

To get started, please send an email to [Learning.Development@dartmouth.edu](mailto:Learning.Development@dartmouth.edu) letting us know that you are interested in starting the program. We will then send you a checklist that will list the workshops and help you keep track of workshops you have taken.

### **How long do I have to complete Inspiring Leaders and when is the start date of my program?**

The Inspiring Leaders program must be completed within two years. The two-year window begins on the date you attend your first Inspiring Leaders workshop.

### **Do I need to take the sessions in a specific order?**

No, you may attend sessions in an order that works best with your schedule.

### **How frequently are the workshops offered and how do I find out about upcoming workshops?**

Each workshop will be offered a minimum of twice a year. We recommend checking the [Inspiring Leaders webpage](#) at your convenience to see what sessions are being offered in the upcoming months. New sessions are posted throughout the year. If a session is not currently posted, please check back at a later date.

### **How many courses do I need to take to earn my certificate?**

Participants must attend 12 Core Courses and 6 Electives within a two-year period to earn their certificate.

### **I took Communicating With Impact (CWI) before, do I need to take it again?**

Attendance in CWI must be within the past 3 years.

### **Do previous workshops I attended count towards the certificate?**

For a workshop to count towards your certificate, it must be attended within the two-year period of Inspiring Leaders. Your two-year period begins the day you attend your first Inspiring Leaders workshops. There is no grace period or exceptions.

### **Can I attend the sessions if I do not want to earn a certificate?**

Yes, Inspiring Leaders is open to all staff, whether they would like to earn a certificate or not.

### **Where can I find the upcoming sessions being offered?**

Upcoming sessions are posted on our [Inspiring Leaders webpage](#).

**What do I do when I have completed all of the core courses and electives?**

Once you have completed all the required core and elective courses, sign, and date your checklist to attest you have completed the required sessions and email it to [Learning.Development@dartmouth.edu](mailto:Learning.Development@dartmouth.edu).

**Is there a cost to my department?**

There is no cost to your department. Having said this, if you register for a workshop and do not cancel within the cancelation window then a cancelation fee will be charged.

**Do I need supervisor approval?**

We encourage people to talk with their supervisor about their participation in this program as individuals will need to attend the workshops over the course of the next two years.

**How would Inspiring Leaders be recognized for opportunities within Dartmouth?**

While we hope that all participation in continuing professional development would be recognized and promoted, we encourage individuals to talk about their goals, aspirations, and opportunities available to them with their respective leadership.

**Would Inspiring Leaders be recognized outside of Dartmouth, or be accredited?**

While we are not offering any form of accreditation, many employers inside and outside of Dartmouth recognize the initiative taken by individuals to increase their knowledge and skill set, so at the very least it looks great on a resume and in performance goal setting.

**I'm interested in the program, but I'm not sure when the timing is right for balancing workloads, other professional development opportunities, and family balance.**

Life is about striving to find the right balance of work, family, and professional development opportunities. As this is an open, self-paced program that starts the moment of the first workshop attended and ends two years after that, you could decide to start any time you wish.

**When do I receive my certificate?**

Graduates of Inspiring Leaders will be honored once a year. Certificates will be mailed to graduates at that time, or if we are in person, they will be presented to each graduate.