

**1. What is the Leadership Institute (LI)?**

The LI is a 10-course, self-paced, online leadership training solution.

**2. Who should participate in the Leadership Institute?**

Anyone who has a desire to expand their influence and deliver even greater results, wants to be prepared for the next opportunity in their career and has a growth mindset. You don't have to be a "leader" to benefit from the Leadership Institute. Leadership is not a title or position. It is influence and the ability to deliver results.

**3. Are there prerequisites to enroll?**

Courses are designed to be completed in the sequential order within the leadership institute. It is recommended to complete them in that order as the course curriculum in each course builds upon the curriculum in the previous course.

**4. Are courses eligible for CEUs (Continuing Education Units) or Clock Hours?**

Yes, we offer both. Instructions for how to apply and pay for Clock Hours or CEUs are available in the last lecture in each course (in the Wrap Up section). You apply for and receive CEU or Clock hours through the CEU Provider noted in the instructions. We recommend applying for CEUs or Clock hours after completing the full Leadership Institute. A Certificate of Completion is provided upon completion of each course and completion of the Leadership Institute.

**5. How many CEUs or Clock Hours are available?**

Each course is eligible for 2.0 CEUS (clock hours). The Leadership Institute is eligible for 20 CEUs.

**6. Will I need to purchase additional materials?**

The "Strengths and Leveraging Capacity" course uses the Clifton Strengths Finder Assessment which is approximately \$19.99. Other courses include recommended resources to enrich learning and development, however they are not required.

**7. When does a course start and end?**

You can begin your courses upon successful enrollment and payment processing. Participants have 100% flexibility and access to the course(s) paid for.

**8. How long do I have access to the course(s)?**

Courses are self-paced...designed to be completed one every two to four weeks. Courses are accessible even after they are completed. A recommended pace is to complete one or two courses per month.

**9. Do I have access to courses once I have completed them?**

Yes, you can return to courses for a refresher at any time.

**10. How much time will each course take?**

Courses are designed to be completed on average within 2-2 ½ hours each. Individuals have different learning styles, reading and reflection speed. With that in mind, courses may take more or less time.

**11. Can others see my response to reflective questions?**

No. The Check Your Learning and Reflective Questions are for your learning. Your responses are anonymous and not posted.

**12. Is there an interactive component?**

Yes, the comment boxes within the course curriculum are an interactive feedback loop. You will be able to view other participant comments, and your comments will be seen by other participants. All comments pass through an internal approval before posted as public (this is exclusively for the purpose of ensuring comments shared add value to the learning of others).

**13. Enrollment Email and Access to Curriculum:**

Upon enrolling in the Leadership Institute, you should receive a “Thank you for enrolling” email with a light blue button. Click the button to access the course curriculum.



Access Curriculum

If you receive a “Thank you for enrolling” email with a blank blue box hover your cursor over the box and click to access the curriculum. Students enrolling in the course who use Microsoft Outlook email have experienced receiving the blank blue box.

