



## ESSENTIAL LEADERSHIP SKILLS CERTIFICATE

FOR SPECIAL DISTRICT STAFF - SUPERVISORS, MANAGERS, DEPARTMENT HEADS, AND/OR GENERAL MANAGERS

# Essential Leadership Skills Certificate Program

This certificate demonstrates to their supervisor, manager, and/or board of directors that the person is trained in critical leadership skills and has the competencies to successfully lead special districts. The modules are taught by experienced certified special district managers and local government experts.

**Requirements:** To earn ELSC, participants must complete the following six modules\*:

1. Effective Communication (5 hours)
2. Organizational Development (6 hours)
3. Financial Management (6 hours)
4. Human Resources Management (6 hours)
5. Leadership (6 hours)
6. Special District Laws (6 hours)

*\*Modules must be completed within two years of application for certificate.*

## Frequently Asked Questions (FAQs):

**Who should apply?** This is individual recognition. Supervisors, managers, department heads, and/or new general managers are encouraged to apply.

**What do you receive?** Upon completion and verification of the application and submission of the one-time fee, you will be recognized by receiving a custom certificate in a beautiful, padded folder, that can be presented at an upcoming event should you be able to attend.

**How long is the certificate good for?** This achievement lasts a lifetime. All you need to do is keep SDLF current anytime you change addresses, jobs, etc.

**CSDM Hours:** Continuing education, application approval, and the paid fee will equal a total of 50 points toward the Certified Special District Manager program (35 hours for education and 15 hours for completing the program.)

**Fees:** \$65, one-time fee

**Submit Application along with all required documentation and payment of \$65 to:**

Special District Leadership Foundation  
1112 I Street, Suite 200 Sacramento, CA 95814

**Or** [Info@sdlf.org](mailto:Info@sdlf.org)

Phone: 916-231-2909

Fax: 916-442-7889 • [sdlf.org](http://sdlf.org)

Name:		
District:		
Contact Name:		
Contact Title:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:	Website:	

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**MODULES**
**Module 1 - 2 required webinars**

Webinar: Who Does What? Best Practices for Board and Staff Roles and Communications	Date completed:	*Attach Certificate
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Webinar: Grassroots Advocacy and Public Outreach	Date completed:	*Attach Certificate
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<b>Module 2 - Workshop: Organizational Development</b>	Date completed:	*Attach Certificate
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<b>Module 3 - Workshop: Financial Management</b>	Date completed:	*Attach Certificate
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<b>Module 4 - Workshop: Human Resources Management</b>	Date completed:	*Attach Certificate
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**Module 5 - Workshop: Leadership Select Option Completed**

<input type="checkbox"/> Workshop: Supervisory Skills for the Public Sector	Date completed:	*Attach Certificate
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<input type="checkbox"/> Workshop: So You Want to be a GM?	Date completed:	*Attach Certificate
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<b>Module 6 - Workshop: Special District Laws</b>	Date completed:	*Attach Certificate
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*\*Please attach any verifying documentation. Use additional pages if necessary.*

Other courses from statewide organizations specializing in local government may apply, however, will need to be submitted for review by SDLF including agenda and course description

**PAYMENT**

Total: \$	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
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Acct. Name:	Acct. Number:
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Expiration Date:	Authorized Signature:
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