



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 must be completed within three years. The core and elective courses are offered throughout the calendar year. Core and elective courses 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 Advanced Leadership Program and Procurement Professionals Certification.
3. Enroll in the program through the Learning Management System (LMS), <https://talent.okstate.edu>.
4. Complete all core courses and five elective courses to graduate the program. Both classroom and online courses can be used.
 - a. Classroom Courses:
 - i. A course can only be counted one time. 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 Courses:
 - i. We recommend you keep printed test scores in case they are needed for verification. The LMS must show the class as completed in order for credit to be given.
 - ii. Up to 2 online courses can be counted towards your electives.
5. Once you have completed the program requirements (core and electives), return page 3, Completion Form, to Talent Development, 401 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 \$100 incentive payment.



How to ENROLL in the Facilities Management Leadership Certificate Program

- 1) Using your o-key credentials log-In to the LMS at <http://talent.okstate.edu>
- 2) Hover over the “Learning” tab on your home page
- 3) Click the “Browse for Training” option on the pull-down menu
- 4) Click the “Curriculum” icon under “type” on the left-hand side of the screen (the curriculum icon looks like a stack of books )
- 5) Click the program titled “Facilities Management Leadership Certificate Program”
- 6) Click the “Request”

Once you request a curriculum program, Talent Development will be notified and will approve or deny your request. You will receive a notification email of the determination.

Talent Development will also add the “due date” for program completion. You will see this date on your transcript.

We suggest that once you are approved for a curriculum program that you print the tracking/completion form that can be found under materials, in the training details on your transcript or from the Talent Development website <https://hr.okstate.edu/training/certificate>.

Here are some helpful tips to know if a training applies to your program or not:

1. Click on a session title on the training calendar, which will take you to the "training details" page. On this page scroll down to where it says "Subjects." The certificate program(s) the session applies to will be listed.
2. Go into the training calendar and follow these steps:
 - a. click "**Add Subject(s) filters**" on the left side of the screen
 - b. click the white box with the black + sign next to "**Certificate Programs**"
 - c. click the blue + sign next to the certificate program you are enrolled in
 - d. click "**Done**" in the box

The calendar will then show sessions that only apply to your certificate program.

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**

COMPLETION FORM

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

TRAINING COURSE TITLE	COMPLETION DATE
CORE COURSES - 4 REQUIRED	
7 HABITS OF HIGHLY EFFECTIVE PEOPLE (one-day <u>or</u> 7-part session)	
DISCOVER YOUR STRENGTHS	
DIFFICULT OR CRUCIAL CONVERSATIONS *In-person class <u>NOT</u> the online LinkedIn Learning class*	
YOUR CHOICE <u>ONLINE</u> LEADERSHIP OR MANAGEMENT COURSE	
ELECTIVE COURSES - 5 REQUIRED	
CLASSROOM OR LIVE VIRTUAL MARKED AS FACILITIES MANAGEMENT PROGRAM SESSIONS IN TALENT.OKSTATE.EDU. ELECTIVE COURSES CAN BE A VARIETY OF CLASSROOM (INCLUDING LIVE VIRTUAL) AND/ OR UP TO 2 ONLINE COURSES . COURSES NOT LISTED MAY BE MARKED AS FACILITIES MANAGEMENT IN TALENT.OKSTATE.EDU	
ONLINE COURSES - NOT REQUIRED	
YOUR CHOICE OF LEADERSHIP OR MANAGEMENT ONLINE COURSES IN TALENT.OKSTATE.EDU	