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PROGRAM WELCOME

Welcome to the Ohio University Leadership Endorsement sponsored by the Division of Student Affairs. Here you will learn, act, and lead through exposure to new ways of thinking, active engagement on campus, and critical self-reflection. Through the development of leadership skills, you also will learn to articulate your skills to employers and others.

You will have the opportunity to build eight leadership skills employers seek, reflect on personal growth, and prepare to articulate skill areas to employers and graduate or professional schools. Sometimes called soft or transferable skills, these are the skill sets that are useful in any workplace and are highly desired by employers. These types of skills are critical for success in all industries.

Completing activities and reflections associated with skill areas requires analysis about the experiences that shaped your development. This program’s combination of reflection and future thinking will help you analyze growth in a skill area and where you hope to develop further while achieving your goals as a leader.

PROGRAM OVERVIEW

Defining Badges
Through the Leadership Endorsement program, you will earn a digital badge upon completion of quizzes, reflections, and activities for different skill areas based on the fundamentals of learning, acting, and leading across the skill areas. Your earned badge is a way to demonstrate a quantified skill set in a portable, consistent, and identifiable way.

The program begins with the Foundations of Leadership Badge. This badge is achieved upon completion of the overview course for the eight skill areas. Following the completion of the introductory course, you will be encouraged to go on to achieve badges for each skill area. In order to complete these badges, you must provide evidence and demonstrate how you have utilized the skill in an activity. In order to receive the Leadership Endorsement (the culminating certificate), you must complete a mock interview with a career coach in the Career & Leadership Development Center. The interview will require you to articulate your knowledge of the eight skill areas and how you demonstrated leadership of these skills.

Leadership Endorsement
Once you complete the Foundations of Leadership Badge, all eight individual skill badges, and a mock interview, you earn the Leadership Endorsement. The Leadership Endorsement will be available as a visual graphic for you to use professionally to demonstrate your mastery of all eight leadership skill areas.

**Leadership Endorsement Learning Outcomes**

**Adaptability:** An individual who is competent in adaptability can recognize when a change is needed and demonstrate resilience in shifting environments.

**Why this skill is important:** Industries and organizations shift constantly to meet changing needs and demands of users and consumers. Being able to adapt to environments, challenges, and work styles will empower you to work confidently and capably in any setting.

**Innovation:** An individual who is competent in innovation is able to develop creative ideas, take calculated risks to test ideas, and engage and challenge others by conveying the need for dynamic change.

**Why this skill is important:** Taking risks and getting colleagues on board with ideas is a critical part of developing creative approaches to projects and issues. Innovators push the edge of change forward in all industries by thinking in different ways and challenging the status quo.

**Intercultural Competency:** An interculturally competent individual is able to support and engage in creating an environment of cultural respect and inclusion.

**Why this skill is important:** Actively including people who are different from you is key to developing supportive and engaging organizations and communities. Seeking to understand others and making them feel welcome is valuable in your personal and professional life as it serves to broaden your own awareness of the varied experiences people have.

**Interpersonal Communication:** An individual who is competent in interpersonal communication can build effective relationships through clear communication and understanding with others by listening, verbal and nonverbal communication, confidence, empathy, and respect.

**Why this skill is important:** Communication and relationship-building skills are essential to personal and professional success. Building strong interpersonal communication skills through experience will enhance your ability to interface with a range of individuals and groups.

**Problem Solving:** An individual who is competent in problem solving is able to think critically about all factors associated with a problem; evaluate potential solutions from a systems perspective and make an informed decision about which option to implement; and evaluate the chosen solution’s effectiveness following implementation.

**Why this skill is important:** Having critical thinking and systems thinking skills associated with problem solving enables you to tackle obstacles efficiently and expertly. Since problem solving is a constant in any workplace, having the skills to confidently handle issues will make you a sought-after colleague.
Self-Awareness: An individual who is competent in self-awareness can identify personal interests, skills, values, strengths, and motivations, and can incorporate self-knowledge into decision-making.

Why this skill is important: Knowing about yourself and making informed decisions is critical to being a successful leader. Having a consistent approach to making decisions will help you build confidence and think strategically about effectively using your personal qualities, like your values and skills.

Team Development: An individual who is competent in team development is able to work toward a shared purpose through facilitation, collaboration, compromise, and conflict resolution.

Why this skill is important: Working with teams is an essential component of any successful workplace. Having extensive experience working with teams along with effective team development skills will make you a desirable employee in any industry.

Well-Being: An individual who is competent in well-being participates in an active, positive, and progressive process through which people become aware of, and make choices toward, reaching their full potential.

Why this skill is important: Focusing on the varied facets of your well-being can inspire you to achieve and maintain a satisfying and healthy life. Having skills in well-being will help you manage your personal resources, relieve stress, and channel your energy and interests into satisfying pursuits inside and outside of the workplace.

Student Employee Requirements
At this time, participation in the Leadership Endorsement is open only to student employees in the Division of Student Affairs (DOSA). DOSA student employees will need to complete the Foundations of Leadership Badge during the employment onboarding and training experience. Additional badge completion will be based on students’ own personal and professional desire to develop skills in different leadership areas. Students are encouraged to talk with their supervisor about goals they have for development in these leadership skill areas.

Tracking Badge Completion
All activities associated with badge completion are tracked through Portfolium. Sign in to Portfolium using your Ohio University credentials. In Portfolium, select “Tasks” and then the “Ohio University Leadership Endorsement” pathway.

FOR ASSISTANCE WITH THE LEADERSHIP ENDORSEMENT

Check out the Frequently Asked Questions page on the Ohio University Leadership Endorsement website to see answers to common questions participants have about this program. If you have a technical problem completing the leadership endorsement program on Adobe Connect (e.g., completing a quiz, navigating the site) email LeadershipEndorsement@ohio.edu. If you have a technical problem loading evidence on Portfolium, please click the help desk button on the bottom right corner of the Portfolium website or visit the Portfolium FAQ page.
If you would like to map out how you hope to complete these badges, including which badges you want to complete, start by talking with your supervisor to connect the badges with your personal goals.

For more in-depth conversation about your leadership skill development, contact the Career & Leadership Development Center (CLDC) to meet with a leadership coach. You can arrange a coaching session by calling (740) 593-2909 or stopping by the CLDC on the fifth floor of Baker University Center.

GUIDE TO COMPLETING EACH BADGE

Foundations of Leadership Badge

The Foundations of Leadership Badge signifies completion of an overview course within the Ohio University Leadership Endorsement. This course encompasses all eight learning outcomes in the program: adaptability, innovation, intercultural competency, interpersonal communication, problem solving, self-awareness, team development, and well-being. Before starting this module, you will be asked to define each of the eight learning outcomes. During the module, you will learn about each of the outcomes and acquire foundational knowledge in the eight core leadership areas. After completing the module, you will take a brief assessment and redefine the module’s learning outcome.

Visit: [https://connect.ohio.edu/lb9wyl4x9bv8/] to begin the Foundations of Leadership Course. Note: You will need your OHIO EMAIL and password to access this training.

Once this training is complete, you will receive a completion email confirmation. It is important that you save this email as a PDF and submit it to your supervisor for verification of completion of this course. Your supervisor will then grant you access to Portfolium to receive your badge.

Directions for achieving your badge in Portfolium:

After you receive access to Portfolium (you will receive an email from Portfolium with a unique link to access your account):

- Sign in using your OHIO EMAIL
- Click on “Tasks” in the top menu of the web page
- Click the “Ohio University Leadership Endorsement Pathway”
- In your progress box on the right-hand side of the top of the page, click “Get Started”
- Under “Your Submissions” click “Start a New Project”
- Choose “Upload Files” to submit the PDF copy of the email you received as evidence of your completion of the Foundations of Leadership module
- After uploading the PDF click the “Submit Project” button
- Once your project has been submitted a Leadership Endorsement team member will review your submission and award your badge in Portfolium
Adaptability Badge

To earn the Adaptability Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced adaptability. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge.

Directions for achieving the Adaptability Badge:

Completing the Checkpoint:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. **Save this email as a PDF to upload to Portfolium.**

Uploading your Checkpoint Evidence

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

Completing the Reflection:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. **Save this email as a PDF to upload to Portfolium.**

Uploading Reflection Evidence:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
• Click Tasks
• Go to the OULE pathway
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area

**Innovation Badge**

To earn the Innovation Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced innovation. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge. Directions for achieving the Innovation Badge:

Completing the Checkpoint:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading your Checkpoint Evidence

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

Completing the Reflection:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading Reflection Evidence:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload evidence of your completion of the skill area
**Intercultural Competency Badge**

To earn the Intercultural Competency Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced intercultural competency. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge.

Directions for achieving the Intercultural Competency Badge:

- Completing the Checkpoint: Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading your Checkpoint Evidence**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

**Completing the Reflection:**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading Reflection Evidence:**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
To earn the Interpersonal Communication Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced interpersonal communication. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge. Directions for achieving the Interpersonal Communication Badge:

Completing the Checkpoint:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading your Checkpoint Evidence:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

Completing the Reflection:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading Reflection Evidence:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
Problem Solving Badge

To earn the Problem-Solving Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced problem solving. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge. Directions for achieving the Problem Solving Badge:

Completing the Checkpoint:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading your Checkpoint Evidence

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

Completing the Reflection:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading Reflection Evidence:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
**Self-Awareness Badge**

To earn the Self-Awareness Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced self-awareness. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge.

Directions for achieving the Self-Awareness Badge:

**Completing the Checkpoint:**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading your Checkpoint Evidence**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

**Completing the Reflection:**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading Reflection Evidence:**

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
• Go to the OULE pathway
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
**Team Development Badge**

To earn the Team Development Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when they practiced team development. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge. Directions for achieving the Team Development Badge:

**Completing the Checkpoint:**
- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading your Checkpoint Evidence**
- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

**Completing the Reflection:**
- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Sign in using your OHIO EMAIL
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

**Uploading Reflection Evidence:**
- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
• Go to the OULE pathway
• Sign in using your OHIO EMAIL
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
Well-Being Badge

To earn the Well-Being Badge within the Ohio University Leadership Endorsement, you will reflect on an experience when you practiced well-being. You will develop a short-term goal and an activity you plan to lead related to this outcome and share it with a program advisor. With the advisor’s approval, you will lead the planned activity. You will be required to demonstrate active engagement, participate in critical self-reflection, and provide evidence from the activity you lead. All documentation (completion of the goal, all self-reflections, and activity evidence) must be submitted to earn the badge. Directions for achieving the Well-Being Badge:

Completing the Checkpoint:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Sign in using your OHIO EMAIL
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading your Checkpoint Evidence

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Sign in using your OHIO EMAIL
- Under “Your Submissions” click “Start a new project”
- Upload the PDF copy of the email you receive as evidence of your completion of the skill area
- A Leadership Endorsement reviewer will be in contact to review your submission and schedule an in-person project checkpoint. Your reviewer may request revisions to your project, or they will give you permission to move on to the reflection portion of this skill area.

Completing the Reflection:

- Visit: www.portfolium.com
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Sign in using your OHIO EMAIL
- Complete the required project form
- Once the form is completed, you will receive an email containing evidence of completion to upload to Portfolium. Save this email as a PDF to upload to Portfolium.

Uploading Reflection Evidence:

- Visit: www.portfolium.com
• Sign in using your OHIO EMAIL
• Click Tasks
• Go to the OULE pathway
• Sign in using your OHIO EMAIL
• Under “Your Submissions” click “Start a new project”
• Upload evidence of your completion of the skill area
Ohio University Leadership Endorsement

As a reminder, in order to be considered eligible for the Ohio University Leadership Endorsement, a student must first earn the Foundations of Leadership Badge and each of the eight badges in adaptability, innovation, intercultural competency, interpersonal communication, problem solving, self-awareness, team development, and well-being.

After completion of the Foundations of Leadership Badge and all eight badges, you will participate in a mock interview with a career coach in the Career & Leadership Development Center (CLDC). You will need to be able to clearly articulate the knowledge you acquired, the actions you took, and the experiences you led through completion of this program. The mock interview prepares you for potential questions you will face in the future about how you demonstrated the skills learned to achieve this endorsement.

Directions for achieving the Leadership Endorsement Badge:

Completing the Mock Interview:

- Click [here](#) to request a Leadership Endorsement Mock Interview
- The CDLC will contact you to schedule the interview
- Once the interview has been completed, you will receive a handout with feedback that you will need to upload as an electronic document to Portfolium.

Uploading Evidence of the Mock Interview:

- Visit: [www.portfolium.com](http://www.portfolium.com)
- Sign in using your OHIO EMAIL
- Click Tasks
- Go to the OULE pathway
- Under “Your Submissions” click “Start a new project”
- Upload evidence of your completion of the Mock Interview
SUPERVISOR’S ROLE

Expectations for Supervisors
The Ohio University Leadership Endorsement is a key development opportunity for student employees in the Division of Student Affairs. While the program is coordinated centrally, support from student employee supervisors is essential to providing a positive experience for all student employees. All student staff will be asked to complete the Foundations of Leadership Badge at some point. The timeline and requirements for completing this program will vary by department. Supervisors are asked to ensure that all student employees complete the Foundations of Leadership Badge within the onboarding timeline determined by your department.

Supervisors are asked to talk with students about their goals for completing the eight individual skill badges. These badges are not required, but they provide an excellent opportunity for students to gain no-cost professional development relevant to their current positions and future opportunities. Discussing badge completion and opportunities for working on a badge are great topics for ongoing evaluation and supervision conversations. Many students are interested in developing the skills within this program, and support from their supervisor can help encourage students to keep moving forward in the program.