



# Certificate Program in Leadership in Human Services Management

The College of Social Work is proud to offer the Certificate Program in Leadership in Human Services Management. Designed to train social workers for positions of leadership within human service organizations, this program will prepare participants for a meaningful future in social work management and administration. Candidates in this program will receive over 70 hours of Continuing Education credit including three hours in Ethics and Supervision.

Candidates in this program will:

- Learn the principles and practices of ethical leadership
- Discover and develop their own leadership style
- Develop competencies in supervision, staffing, and project management
- Gain skills in budgeting and fundraising
- Gain knowledge in grant writing and grant management
- Participate in interactive exercises to enhance skill development
- Learn MIS system management and program evaluation
- Develop skills in supervision and employee development
- Work closely with a mentor to grow and develop in service areas important to the candidate

Our program starts in September 2011 and runs through May 2012. Sessions will be conducted at The Ohio State University, College of Social Work, 1947 College Road, Room 115 Stillman Hall.

The dates for our 2011-12 program:

<b>THURSDAYS   6 -9:00 pm</b>	<b>FRIDAYS   9:00 am– 4:30 pm</b>
September 22, 2011	September 23rd
October 20th	October 21st
December 1st	December 2nd
NO DECEMBER SESSION	NO DECEMBER SESSION
January 19, 2012	January 20th
February 23rd	February 24th
March 22nd	March 23rd
April 26th	April 27th
May 17 <sup>th</sup> (Location TBD)	May 18th Location TBD)

**Parking:** Parking on Thursday's, **after 4 pm on weekdays and weekends** at the [Arps Parking Garage](#), located cattycorner from Stillman Hall, with garage entrances at both High Street and College Road. Parking on Friday's dates at [Union Garage SOUTH](#). Parking passes will be provided by the College.



## Eligible Candidates:

Appropriate candidates for this program include:

- ✓ Persons who currently hold a bachelor's degree in Social Work and are employed in the human services field
- ✓ Persons with a master's degree in a related field who are currently employed in the human services field
- ✓ Persons with either of these degrees who are not currently employed, but are seeking to re-enter the workforce

## How to Apply:

Potential candidates should complete the attached application. Each candidate must have a mentor who will work with them throughout the certificate program on a regular basis to help them put the modules into practice. Ideally, the mentor would be someone at the candidate's place of employment who holds a management or administrative position. However, if this is not feasible for the candidate, we have a group of professionals who have volunteered to act as mentors. On your initial application, you must identify a mentor, and have their agreement to participate, the mentor agreement signature form can be found here.

## Cost:

The total cost of this program is \$1,500. This includes the cost of the training sessions, the CEU credits, lunch on Saturdays, and parking. There are several options to funding this program.

1. Your employer can pay the entire amount for your participation.
2. You and your employer can share the cost.
3. You can pay the entire cost of the program.
3. A portion of the cost equaling \$300 can be covered by fee waivers from the College of Social Work (5 fee waiver credits = \$300). The remaining amount can be paid in any of the ways listed above.

The fee must be paid by September 30, 2011. The College of Social Work also has a competitive scholarship available for those demonstrating financial hardship. If this is a concern, please address this in your application.

Payment can be made via check, money order, credit card, or agency invoice. Upon acceptance into the program, you will receive a bill for the cost of the certificate program.