



ELCP Overview

Requirements	LEVEL I: <i>Organizational Awareness</i>
CLASSES:	<ul style="list-style-type: none"> • Attend a half-day class: <i>ELCP: What it Takes To Be a Leader</i> • Attend two HR-sponsored instructor-led classes in the <i>Leadership/Professional Development</i> category that meet any of the capabilities listed below. Classes must be at least 3 hours or more to count. <p>(NOTE: Retirement Planning Seminars & ELCP: What It Takes To Be a Leader cannot count as classroom hours)</p> <ul style="list-style-type: none"> • Attend “Lessons Learned” class in the Spring where you present the following: <ul style="list-style-type: none"> ➤ Classes taken ➤ Your projects completed ➤ Your YouTube videos and Podcasts watched ➤ Review Level I of the Leadership Plan
PROJECTS:	<ul style="list-style-type: none"> • Complete three projects (see “Level I Project Suggestions” form)
VIDEOS:	<ul style="list-style-type: none"> • Watch 8 OLTD YouTube videos. Playlists to choose from are Leadership/Professional Development, Management, Communication, Well-Being, Inclusion & Belonging • Watch 3 Henrico Happenings Podcasts
TIMEFRAME:	<ul style="list-style-type: none"> • Two years
CAPABILITIES:	<ul style="list-style-type: none"> • Communication • Inclusion • Leading Others • Leading the Organization

Requirements LEVEL II: *Customer Service the Henrico Way*

CLASSES:

- Attend 8 hours of HR sponsored instructor-led class(es) in the *Leadership/Professional Development* category meets any of the [capabilities](#) listed below.

(NOTE: Retirement Planning Seminars and Discussion groups cannot count as classroom hours. Also, you cannot go back and count classes from the previous level not used.)

- Attend four two-hour quarterly discussion group sessions.

- Attend “Lessons Learned” class in the Spring where you present the following:
 - Classes taken
 - Your project
 - Review Level II of the [Leadership Plan](#)

PROJECTS:

- Complete one customer service-related project of your choice ***(NOTE: this project must be focused on improving either internal or external customer service in a positive way.)***

TIMEFRAME:

- Two years

CAPABILITIES:

- Communication
- Customer Engagement
- Leading Self
- Leading Others
- Leading the Organization

Requirements LEVEL III: Self-Awareness and Leadership

CLASSES:

- Attend two HR-sponsored instructor-led classes in the *Leadership/Professional Development* category that meets any of the [capabilities](#) listed below.
(NOTE: Retirement Planning Seminars and Discussion groups cannot count as classroom hours. Also, you cannot go back and count classes from the previous level not used.)

- Attend five two-hour discussion group sessions.

- Attend “Lessons Learned” class in the Spring where you present the following:
 - Classes taken
 - Your project
 - Review Level III of the [Leadership Plan](#)

PROJECTS:

- Complete one project (see [“Level III Project Suggestions”](#) form)

TIMEFRAME:

- Two years

CAPABILITIES:

- Communication
- Inclusion
- Courage
- Leading Self
- Leading Others
- Leading the Organization

Requirements

LEVEL IV: Empowering to Give Back

CLASSES:	<ul style="list-style-type: none">• Attend a full-day Level IV Orientation session• Meet with your assigned facilitation group to conduct your own leadership facilitated topics (NOTE: number of meetings will be based on the size of your facilitation group)• Attend “Lessons Learned” class in the Spring where you present the following:<ul style="list-style-type: none">➢ Facilitation Skills➢ Leadership Goal➢ Review Level IV of the Leadership Plan
PROJECTS:	<ul style="list-style-type: none">• Create and focus on a personal leadership goal
TIMEFRAME:	<ul style="list-style-type: none">• One year
CAPABILITIES:	<ul style="list-style-type: none">• Communication• Customer Engagement• Inclusion• Courage• Leading Self• Leading Others• Leading the Organization