**Y-USA Leadership Certifications**

At the Winona Family YMCA, staff are one of our biggest assets. We believe that it’s important to equip team members with the necessary knowledge and skills to deliver high-quality services, maintain safety standards, and uphold the values of inclusivity and community engagement. The following optional certifications are encouraged for employees looking to further invest in their Y career, and who have worked at the YMCA for a minimum of three months.

**Certification Steps**

1. Talk to your supervisor before starting a certification to make sure this is a good fit and a good time for you to pursue a leader certificate.
2. Get access to LCDC - <https://lcdc.yexchange.org>.
3. Punch in using your primary job code to complete the trainings. Notify your supervisor so that they are aware of the extra time on your timecard.
4. Once you have completed the certification, fill out the Incentive Request for Payment form (see final page). Send the form and a copy of your LCDC transcript to the CEO for approval.
5. Directors and Coordinators only completing the Team Leader Certification:
	1. Get approval from the CEO to use the Y’s credit card for course fees
	2. If courses are not available in LCDC, contact the Elli Grap to receive alerts of upcoming courses that you need to complete.

For certification and course questions please contact Elli Grapp, egrapp@duluthymca.org, 218.722.4745 ext. 129.

**Leader Certification**

Foundational certification designed for all part-time and full-time employees. All the classes can be completed for free through LCDC - <https://lcdc.yexchange.org>.

**Training Checklist**

|  |  |
| --- | --- |
| **Course Name** | **Course Length** |
| The Y and You: New Employee Orientation | 30 mins |
| Introduction to the Y’s Cause and Culture | 15 mins |
| The Y’s Way to Service and Engagement | 15 mins |
| I Hear You: Service with CARE | 30 mins |
| Orientation to Diversity, Inclusion, and Global | 30 mins |
| Living our Cause for Frontline Leaders | 60 mins |

**Team Leader Certification**

Directors and Coordinators only are invited to complete this certification process, designed to inspire and motivate leadership team members to grow their career as a cause-driven leader in the Y.

**Core Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Cost** | **Length of Course** | **Format** |
| Principles and Practices | $150+ | 16 hrs | Instructor Led |
| Leading People | $35+ | 8 hrs | Instructor Led |
| Volunteerism | $35+ | 8 hrs | Instructor Led |
| Dimensions of Diversity | $35+ | 5 hrs | Instructor Led |
| Foundations of Listen First | $10 | 30 mins | E-Learning |
| Advancing Equity: Your Role in Community Engagement | Free | 30 mins | E-Learning |
| Advancing Equity: Understanding My Biases | $10 | 20 mins | E-Learning |

**Additional Requirements**

* Leadership Experience Elective - required to earn 8 credits. Examples of allowable experiences - attending a Y sponsored conference, Chamber’s Leadership Winona program, other leadership trainings. Complete this form to submit a request for credits - [Team Leader: Leadership Experience - Formstack](https://yusa.formstack.com/forms/untitled_form9_copy).
* Competency Pool - choose one class that makes sense for your career path. Under [Certification Detail (yexchange.org)](https://lcdc.yexchange.org/Catalog/Certification/Detail/2) click the arrow next to Team Leader Experience. Scroll down to Team Leader Competency Pool and select a class.
* Team Leader Test - this is the last step in the certification. Contact Elli Grapp for this.

**Incentive Request for Payment**

To be completed by employee and submitted to CEO for approval

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Team Member First and Last Name Department

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Job Title Email

Please check the appropriate level of completed certification:

**⬜ Leader Certification: $150 bonus \*** (all full & part-time employees are eligible)

**⬜ Team Leader Certification: $500 bonus \*** (Directors & Coordinators only)

*\* One time bonus. Payments are subject to federal and state tax withholdings required by law.*

**⬜ Attach a copy of the transcript of completed courses from LCDC for verification**

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CEO Signature Date