

# MANAGEMENT DEVELOPMENT CERTIFICATION PROGRAM

Sponsored by the New York State Conservation Districts Employees Association

## Competency 5: Self-Management Skills

Description: This competency area focuses on effectively balancing work, family and community responsibilities. Courses meeting this competency requirement must focus on one or more of the following skill areas: distinguishing methods of managing time effectively and establishing priorities; demonstrating principled leadership and sound ethics; identifying key techniques of successful managers; identifying situations that cause stress and creating successful mechanisms for coping with them.

Course Title	Course Description	Course Date	# of Course Hours	Instructor or Organization	MDCP Committee Approval

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ County: \_\_\_\_\_

Please note that 6.0 hours of coursework are required for each competency. When all required coursework for a competency is completed, please send an electronic copy of this form to: *At-Large Member of CDEA Executive Board.*