

MANAGEMENT DEVELOPMENT CERTIFICATION PROGRAM

Sponsored by the New York State Conservation Districts Employees Association

Competency 3: Planning and Administering Systems and Processes

Description: This competency area focuses on structuring effective systems and processes that will help eliminate inefficiencies and roadblocks, i.e. clarify and standardize work procedures, set up appropriate communication channels. Courses meeting this competency requirement must focus on one or more of the following skill areas: analyzing work flow in the office from the board meeting through completion of the project; learning key components of project management and applying to current projects; facilitating team work in the office; learning components of financial management including budget development and procurement; identifying key processes to managing information, expenses, and files.

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.*