Frequently Asked Questions - Do you have questions about the ICC Leadership Series?

Check out our frequently asked questions below to find answers. Still have questions? Contact ICC’s Organizational Learning Department at organizationallearning@icc.edu or (309)694-5442.

**Who is eligible to enroll in the Leadership Series modules?**
**How do I register for a module?**
**Who pays for the modules?**
**What if I cannot attend a module I’ve registered for?**
**How do I keep track of what courses I’ve taken?**
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**How many PDI modules can I attend?**

Who is eligible to enroll in the Leadership Series modules?
All ICC employees may enroll in the ICC Leadership Series. The only requirement is that you have supervisor approval. (Strategic Forum members do not need supervisor approval.) Series information and online registration form can be found at: http://icc.edu/faculty-staff/teaching-learning-center/organizational-learning/icc-leadership-series/

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How do I register for a module?
- Registration for PDI modules is through Organizational Learning at OrganizationalLearning@icc.edu or 694-5442.
- Registration for ICC modules is as noted on the Organizational Learning calendar at http://icc.edu/faculty-staff/teaching-learning-center/organizational-learning/organizational-learning-calendar/

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Who pays for the PDI modules?
All modules are paid for out of Organizational Learning funds. The exception is for late cancellations (less than 3 days) or ‘no show’ registrants. In these cases, the registrant’s department will be charged.

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What if I cannot attend a module I’ve registered for?
If you cannot attend a module, please contact Organizational Learning at OrganizationalLearning@icc.edu or 694-5442. Cancellations for PDI modules less than 3 days in advance will be charged to your department ($40/module).

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How do I keep track of what modules I’ve taken?
Each of the modules has a sign-in roster. Simply check to make sure that your name is on that roster. These rosters will be transferred to the Organizational Learning database. Transcripts from this database can be online at: icc.edu > Faculty & Staff > Teaching & Learning Center > Transcript Request (under Quick Links) or https://docs.google.com/forms/d/1qbGhxWSuBpMyV0-Hs5LUQ9RUUn1DIpYCR3PzYgj2Qb8/viewform

How were the PDI and ICC modules chosen?
As part of the process in preparing today’s employees to become tomorrow’s leaders, the Professional Development Institute, the Organizational Learning Department and Strategic Forum Managers did a comparison of the modules offered through PDI’s Inspiring Leadership Series and the Management Modules hosted by ICC. Based on this work, the modules listed in the ICC Leadership Series document were determined to be the most beneficial in helping ICC employees grow into tomorrow’s leaders.

Can I substitute PDI modules for one that was suggested?
Yes, substitutions are accepted for PDI Leadership Modules. The blue-shaded PDI modules on the Blended Series Map are recommended for new and future managers. However, we recognize that employees bring different backgrounds and training and that different departments may have different needs. If you have questions, please contact your supervisor or Janice Kinsinger (jkinsinger@icc.edu or 694-5758).

Who do I contact when I have completed the ICC Leadership Series?
Contact Organizational Learning at OrganizationalLearning@icc.edu or 694-5442. After confirmation your records and transcript is complete, Organizational Learning will contact you with information regarding the completion certificate.

How many PDI modules can I attend?
PDI offers 21 different leadership modules. Six modules are required as part of the ICC Leadership Series. However, some employees may wish to take additional sessions. Organizational Learning will fund up to 8 modules for interested employees. Any additional modules will need to be discussed with your supervisor to determine the funding. If you have questions about attending additional modules, contact Janice Kinsinger at jkinsinger@icc.edu or 694-5758.