

COMMUNITY FUTURES PAN WEST
STAFF DEVELOPMENT

INVEST IN YOURSELF



COMMUNITY FUTURES
LEADERSHIP
INSTITUTE

it begins with you.

INVEST IN **YOURSELF**

Share your passion. Shape your future.

**Build your professional capacity with the Community Futures
Leadership Institute.**

The Community Futures Leadership Institute brings together all the professional development opportunities available for Community Futures Board and staff members. We recognize that the individuals who come to work in our unique environment bring with them a wide variety of experience, skills, and knowledge. The goal of the Leadership Institute is to build on these skills.

What is the Community Futures Staff Development Program?

The Community Futures' Staff Development program is not a training program per se, but a **certification program** combining self-assessment, performance evaluations and training.

Our certification program is based around the **competencies** – that is, the skills, knowledge, and values – required to do a job effectively. There are 18 shared competencies and many specific competencies for each position.

The Community Futures Staff Development Program is **voluntary** and **flexible**. It takes into account your **experience** and **education**.

Staff members can attain certification in the following positions:

- » General Manager
- » Business Analyst
- » Community Economic Development Coordinator
- » Administrative Coordinator

Competencies

There are two types of competencies:

Shared Competencies are required by everyone who works at a Community Futures organization. There are 18 shared competencies.

Specific Competencies are specific to each position.

Detailed information and lists of competencies are available on the Staff Development page of the Pan West website at www.communityfuturespanwest.ca

Levels of Certification

There are two levels of certification:

1. Basic Certification – for individuals who have worked at a Community Futures organization for at least one year.
2. Community Futures Designation – for individuals who have already achieved Basic Certification and who have worked at a Community Futures organization for several years.

This advanced level of certification recognizes that you not only have the skills, knowledge and values required for your position, but that you have used them to make a difference in your Community Futures organization and in your community.

Why Pursue Certification?

Attaining certification gives staff members the opportunity to:

- » Clearly **demonstrate** their level of skill and competency to their superiors
- » **Facilitate** discussions about skills gaps and training needs, allowing staff members better access to further professional development
- » **Set the stage** for future career moves
- » **Build the capacity** of their Community Futures organization by increasing staff levels of expertise
- » **Enhance** their reputation in the community

How to Attain Certification

An individual attains certification by submitting a **portfolio of evidence** demonstrating that they meet the competencies required.

The types of evidence staff members are required to provide can include:

- » A completed application form
- » A resume
- » A self-assessment of your competencies
- » Copies of any diplomas, degrees or certificates you have attained
- » Proof of completion of training
- » A recent performance evaluation
- » A letter of support from your supervisor

Detailed information about the requirements for each position and level of certification is available on the Staff Development page of the Pan West website at

www.communityfuturespanwest.ca.

Recognition for Certification

Once staff members achieve certification they will

- » Receive a certificate
- » Be recognized on the Community Futures Pan West website

Maintaining Certification

Staff members who receive certification are required to maintain their status by participating in on-going professional development. This can include a variety of activities such as

- » Taking a training course
- » Sitting on a Board or committee
- » Taking on a leadership role within the organization
- » Acting as a mentor to another staff member
- » Participating in a peer review audit
- » Delivering training

More information on maintaining certification can be found on the Staff Development pages of the Pan West website at **www.communityfuturespanwest.ca**.



Staff Development Training Courses

Staff members are encouraged take relevant competency training through any educational institution or training provider. Community Futures Pan West has developed several training courses for staff members pursuing certification.

Our training courses can be organized by provincial organizations or by individual Community Futures offices. Several offices may join together in putting on a course in order to attract enough participants. A minimum of 10 participants is required for each course, with a maximum of 25.

Courses include topics such as

- » Know and Grow Your Coaching Style – Working with Community Groups
- » Project Management
- » Community Futures Staff Lending
- » Sales Training
- » Working with Growth Oriented Businesses

Course descriptions can be found on the Staff Development pages of the Pan West website at **www.communityfuturespanwest.ca**.

To find out more about participating in Community Futures staff training courses, please contact your provincial organization, or email the staff development coordinator at **leadership@communityfuturespanwest.ca**.

Find out more

» Please contact the Ontario Association of Community Futures Development Corporations at member.services@oacfdc.com or visit www.ontcfdc.com

» Additional courses are available at To Learn Online – www.tolearnonline.ca,
or for French language courses go to Apprendre en ligne – www.apprendreenligne.ca



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