

Professional Development Documentation — SAMPLE

Preview of documentation provided upon successful course completion

SAMPLE — NOT VALID FOR CREDIT

Raise the Bar™

On-demand, self-paced leadership development

8

PD HOURS

Course Overview

Raise the Bar™ focuses on the second of the Five Actions of the Serving Leader Model. Participants identify and define core values, translate those values into observable and accountable behaviors, embed values throughout organizational life, and use coaching to address values and performance gaps.

Learning Objectives

- Identify and define core values that support the organization's Great Purpose and translate those values into teachable, observable, and accountable behaviors.
- Assess how effectively core values are embedded throughout the organization and develop strategies for strengthening values alignment across the employee lifecycle and organizational operations.
- Apply core values to performance management and accountability by connecting expected values behaviors to employee roles, evaluation, recognition, promotion, and leadership practices.
- Use an effective coaching process to address values and performance gaps, including clarifying facts, agreeing on desired outcomes, generating solutions, establishing measurable next steps, and following up on progress.

CAE Competency Alignment

Domain 2 — Executive Leadership

2-A3

Establish a culture of accountability, delegated authority, and empowerment.

Participants translate organizational values into observable, accountable behaviors and apply those expectations across roles, performance management, recognition, and leadership practices.

2-D1

Enhance team effectiveness by fostering new perspectives and growth opportunities.

Participants use a structured coaching process to help team members address values and performance gaps, generate solutions, establish measurable next steps, and grow through ongoing follow-up.

Assessment and Application

Participants engage in case studies, reflective journal activities, workbook exercises, practical application tools, and planning activities throughout the course. Learning is assessed through a Summary Quiz and Learning Objectives Quiz that must be successfully completed as part of course completion.

Professional Development for Association Professionals

This course provides practical leadership development for association and nonprofit professionals who want to strengthen how they contribute, work with others, and advance their organization's purpose.

For CAE/Renewal Candidates

This course has also been intentionally aligned with relevant competencies in the CAE Exam Content Outline. Participants receive documentation of course objectives, professional development hours, competency alignment, and completion to support submission for CAE application or renewal.

The course is not pre-approved for CAE credit; final acceptance of professional development hours is determined by the CAE Program.

FORMAT	HOURS	COMPLETION
On-demand / self-paced	8 professional development hours	Certificate of Completion