

Professional Development Documentation — SAMPLE

Preview of documentation provided upon successful course completion

SAMPLE — NOT VALID FOR CREDIT

Upend the Pyramid™

On-demand, self-paced leadership development

8

PD HOURS

Course Overview

Upend the Pyramid™ focuses on the fifth of the Five Actions of the Serving Leader Model. Participants identify opportunities to delegate authority and responsibility, use the EMPOWER Model to strengthen delegation, support team-member growth through one-to-one conversations, and build leadership capacity for greater sustainability and scalability.

Learning Objectives

- Identify opportunities to delegate authority and responsibility by evaluating work that should be eliminated or reassigned based on Great Purpose and individual strengths.
- Apply the EMPOWER Model to develop an effective delegation plan that establishes expectations, authority, organizational support, training needs, and processes for monitoring and coaching.
- Use structured one-to-one conversations to support the growth of team members by learning about their strengths, goals, and challenges and identifying ways to better serve their professional development.
- Develop strategies for strengthening leadership sustainability and scalability by identifying leadership gaps, creating opportunities for others to step up, and increasing leadership capacity throughout the organization.

CAE Competency Alignment

Domain 2 — Executive Leadership

2-A3

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

Participants identify work that can be delegated and apply the EMPOWER Model to establish clear expectations, authority, support, training, monitoring, and coaching.

2-D1

Enhance team effectiveness by fostering new perspectives and growth opportunities.

Participants use one-to-one conversations and intentional delegation to understand strengths, goals, and challenges, create growth opportunities, and expand leadership capacity throughout the organization.

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