



Leadership Skills – Certificate

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

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A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

All Leadership Skills program courses may be completed by PLAR. If you have a minimum of two years work experience in a supervisory or leadership position and have learned the skills and knowledge for one or more of this program's courses, you may apply to be assessed for each applicable course. Please consult with the [PLAR contact person](#) and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (co-requisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with co-requisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR challenges for this program are currently being offered at any time during the year.

D. Special directions for this program

1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
5. **Finalize** a detailed Assessment Plan with your assigned assessor.
6. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

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F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
LEAD 115	Leadership Principles	
LEAD 116	Coaching and Teambuilding for Leaders	
MGMT 115	Management Principles	
MGMT 116	Business Management	
MGMT 189	Managerial Skills	
SUPR 115	Supervisory Skills	

LEAD 115 - Leadership Principles

You will focus on the goals, functions, and roles of leadership. You will learn what leadership is and what it takes to become a successful leader. You will examine different types of leaders, the ways that they are effective, and consider situations where one leadership style may be better than another.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss leadership principles.			
2. Compare leaders and managers.			
3. Identify qualities of leaders.			
4. Examine leadership traits.			
5. Examine leadership behaviours.			
6. Examine leadership styles.			
7. Examine strategic leadership.			

LEAD 116 - Coaching and Teambuilding for Leaders

You will examine what a team is and how to become part of a functioning team and even a high performing team at times.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	<p>Competent</p>	<p>Learning</p>	<p>None</p>
8. Describe training methods.			
9. Explain the use of coaching.			
10. Describe basic coaching skills.			
11. Discuss teambuilding.			
12. Explain use of teamwork in the workplace.			
13. Demonstrate coaching and teambuilding to improve performance in the workplace.			

MGMT 115 - Management Principles

You will focus on the goals, functions, and roles of management. You will learn what management is and what it takes to become a successful manager. You will examine different types of managers, the ways that they are effective, and consider situations where one management style may be better than another.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Define management.			
2. Examine the history of management.			
3. Discuss the functions of management.			
4. Examine the different types of managers.			
5. Compare management styles.			

MGMT 116 - Business Management

You will focus on business structure and financial management. You will focus on ownership types, financing, and liabilities of a business. You will identify the financial and business structures that will enable success in the workplace.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the types of business ownership structures.			
2. Discuss financing sources available.			
3. Describe key factors in a business's status.			
4. Examine business financial documents.			
5. Examine taxes that apply to businesses.			

MGMT 189 - Managerial Skills

You will focus on the goals, functions, and roles of management. You will focus on team building, leadership, and management principles. You will identify essential and employability skills that will enable success in the workplace.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the roles and function of management.			
2. Describe principles of leadership.			
3. Discuss team building for work groups.			
4. Identify time and resource management skills.			
5. Evaluate problem solving skills.			
6. Describe essential and employability skills.			
7. Examine change management.			

SUPR 115 - Supervisory Skills

You will examine the fundamentals of supervision. It will cover the role of a supervisor, managing change, communication, working with groups and other supervisory skills.

Credit unit(s): 2.0
Pre and Co Requisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the role of a supervisor.			
2. Explain organizational structure.			
3. Examine supervisory tools.			
4. Describe recruiting and training of employees.			
5. Describe workplace issues and dealing with staff.			
6. Discuss how to develop your skills as a supervisor.			