

Dr. Sarah Hess, Program Director

Mission Statement

The mission of the Workforce Leadership program is to develop workforce-ready leaders who have knowledge, skills, and experience in leading small groups and teams in their communities and organizations by preparing adults who seek to enter the workforce or to enhance their employment opportunities through upskilling.

Program Description

The Workforce Leadership degree develops leadership, workforce readiness, soft and technical skills and provides career development experience for employment in high demand sectors. The program creates a foundation for those looking to enter the workforce or upskilling for current employees looking to improve employment opportunities by developing skills in high demand by today’s employers.

Workforce Readiness courses focus on personal and professional development skills for communication, technology, and career development. Contemporary Leadership courses develop foundational and ethical leadership skills for teamwork and small group leadership. Workforce Transitions courses focus on soft skills and foundational technical knowledge in a selected career path and include an internship in a targeted career path.

The WKLD program, which employs the cohort-learning model, helps students develop a network for learning and collaborating professionally long after the students have finished the last class. The program is designed in a convenient format combining online meetings, facilitated weekly discussions, team projects, and individual assignments. The courses include dynamic "real world" applications and develop the personal and professional characteristics needed to be successful in any work environment.

Workforce Leadership Program Learning Outcomes

The graduate will:

- 1. Develop and employ a development plan and strategies for personal and professional development and apply self-leadership and career skills in personal, professional and community engagement.
- 2. Assess and apply theories, styles, and practices of communication, ethical leadership and management as they contribute to creating a positive workplace culture, motivation, teamwork, and functional areas of business & management in diverse organizations.
- 3. Demonstrate awareness and application of current skills and terminology for entry-level employment including leading projects and improvement initiatives and contributing to healthy and safe environments for employees’ well-being in a selected career sector.
- 4. Diagnose workplace challenges and design ethical and innovative solutions in diverse environments through analysis and use of data.
- 5. Effectively use digital and improvement tools individually and in teams to address personal and workplace issues and productivity.

What You Will Study

The Workforce Leadership program is a 60-credit-hour Associate of Science degree program targeted to adults who seek to enter the workforce or to enhance their employment opportunities through upskilling

Students may transfer in up to 45 credit hours. Note: for an Associate degree, all students must complete at least 15 hours with the University of Charleston, 10 of which must be earned during the year of graduation.

The required 60 credit hours include 21 credit hours in Workforce Readiness, 21 credit hours in Contemporary Leadership, and 18 credit hours in Workforce Transitions. Development of the University’s institutional competencies for Analytics, Communication, Technology, Innovation, Values, and Engagement (ACTIVE) is embedded in courses distributed across the program.

The Workforce Leadership degree requires completion or Transfer Equivalency of the following courses:

Workforce Readiness Courses	Cr Hr	Contemporary Leadership Courses	Cr Hr	Workforce Transitions Courses	Cr Hr
WKLD 120 Technology for Workforce Success	3	FLDR 150 Leadership Journeys	3	WKLD 290 Health, Well-being, and Safety in the Workplace	3
FLDR 240 Performance Improvement Initiatives	3	ORGL 150 Introduction to Professional Development	3	WKLD 297 Workforce Leadership Internship	3
ENGL 101 Freshman Writing I	3	FLDR 220 Growing Leaders	3	WKLD 285 Introduction to Project Management	3

WKLD 250 Personal Development	3	ORGL 302 Principles & Issues of Management	3	WKLD 298 Workforce Leadership Internship	3
ENGL 102 Freshmen Writing II	3	ORGK 307 Leadership	3	OLGB 300 Lean Six Sigma Green Belt	3
WKLD 280 Workforce Trends & Issues	3	ORGL 316 Ethics	3	WKLD 299 Workforce Leadership Internship	3
FINA 201 Financial Literacy	3	FLDR 260 Leading Project Teams	3		
Total Credits	21	Total Credits	21	Total Credits	18

Admission Requirements

Students must gain general admission to the University of Charleston.

Additional Requirements

Graduation requirements include a cumulative University of Charleston grade point average of 2.0 and demonstration of achievement of program outcomes.