



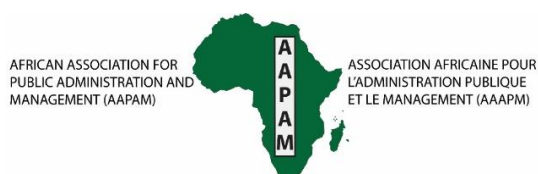
Africa: Leadership Certificate Program

Learners' Guide (June 2021)

Programme en ligne de certificat de leadership de la Programme de prolongation Leaders africains de demain (LAD) 2021

Developed by the Institute of Public Administration of Canada (IPAC) and the African Association for Public Administration and Management (AAPAM), this interactive online professional development program will equip learners with practical leadership skills and connect learners with leading experts from Africa and Canada in the field of Public Administration, Public Policy and Public Finance.

This program is offered to all ALT alumni as well as select members of AAPAM's Young Professionals Network (YPN) and Le Programme canadien de bourses de la Francophonie (PCBF)



This program is administered by the Canadian Bureau for International Education (CBIE):



This program is undertaken with the financial support of the Government of Canada through Global Affairs Canada and the Mastercard Foundation.



Affaires mondiales
Canada

Global Affairs
Canada



Table of Contents

General Course Information	3
Program Description	3
System Requirements	4
Program Delivery	4
Accessing the D2L/Brightspace platform	4
Technical Assistance	4
Program Expectations	5
Participation	5
Communication	5
Program Completion Requirements	5
Table of Contents	5
Downloading documents	6
Calendar	6
Synch the Leadership Certificate Program calendar with your own personal calendar:	6
Help	7
D2L/Brightspace Tutorials	7
Questions and Support	7

General Course Information

Program Name: **Africa: Leadership Certificate Program**
Dates: **June 1 to September 28, 2021** (English program)
Delivered on Tuesdays at 3:00 pm East Africa Time
Instructors: **Varies each week; from Africa and Canada**

Program Description

Developed by the [Institute of Public Administration of Canada \(IPAC\)](#) and the [African Association for Public Administration and Management \(AAPAM\)](#), this interactive online professional development program will equip learners with practical leadership skills and connect learners with leading experts from Africa and Canada in the field of Public Administration, Public Policy and Public Finance. This program is offered to all ALT alumni as well as select members of AAPAM's Young Professionals Network (YPN) and Le Programme canadien de bourses de la Francophonie (PCBF).

Further details are in AAPAM's [Aide Memoire](#)

The program is divided into four main components:

Leadership Essentials

- June 1 – Lecture: Leadership Theories, key attributes of successful leaders
- June 8 – Lecture: Communicating with teams, integrity, accountability and professionalism
- June 15 – Workshop: Building and leading teams
- June 22 – Workshop: Stress management, mindfulness

Inclusive Leadership

- June 29 – Lecture: Gender and diversity
- July 6 – Lecture: Youth and Leadership for Africa
- July 13 – Workshop: Building space for diverse voices
- July 20 – Workshop: Equity, diversity and inclusion in practice

Transformational Leadership

- July 27 – Lecture: Vision and Leadership
- Aug 3 – Lecture: Leveraging innovation, technology and opportunity
- Aug 10 – Workshop: Coaching and Mentoring Teams
- Aug 17 – Workshop: Homegrown solutions for Africa's Challenges

Crisis Leadership

- Sept 7 – Lecture: Managing a Crisis
- Sept 14 – Lecture: Leadership and Change
- Sept 21 – Workshop: COVID and Health care
- Sept 28 – Workshop: Natural disasters and sustainability

System Requirements

An internet connection along with a desktop or laptop computer with audio capabilities (speakers and microphone) is required for this program. Webcam is optional. Program participants will be given access to a secure online learning environment, which will house the program schedules, readings, and activities.

Please note that this online learning platform, Brightspace, is not designed for tablets or mobile phones. Please do not attempt to complete this program on these devices because you will be likely to encounter difficulties with some functionalities.

Program Delivery

The online program will be delivered via Brightspace by D2L, a highly intuitive and user-friendly Learning Management System (LMS). All learning materials and all program activities, such as quizzes, must be completed within the online learning platform. Your participation and progress through the program material are visible to the facilitators, and you are encouraged to take the time necessary to become familiar with each component of the platform.

Accessing the D2L/Brightspace platform

- **URL:** <https://cbie-bcei.brightspace.com/d2l/login>
- **Email:** the email that CBIE used to send you your Confirmation / Welcome message
- **Password:** your password is in the Confirmation / Welcome message CBIE sent by email

Account Settings:

Once you've logged into the Brightspace platform, make sure to change your password.

- Click on your name in the top-right hand corner
- Change password
- Check to ensure the platform is in your specific time zone

Technical Assistance

If you experience computer difficulties, need help downloading a browser, need assistance logging into the program, or if you experience any errors or problems with your online program, please contact CBIE staff at altscholars@cbie.ca

Program Expectations

Participation

Learners taking the program should expect to spend 1.5 hours each week viewing the webinar with supplementary readings and assignments to be completed at your own pace, including:

- viewing/reading all the content of the weekly modules;
- submitting any assignments;
- collaborating with peers to complete any group project;
- completing quizzes and evaluations (pre and post assessment); and
- joining or viewing all scheduled Live Classrooms.

Communication

Learners are encouraged to post all course-related questions in the General Discussion Forum so that the entire group may benefit from the discussion. For personal or confidential matters, send an email to CBIE at altscholars@cbie.ca, who will try to reply within 24 hours.

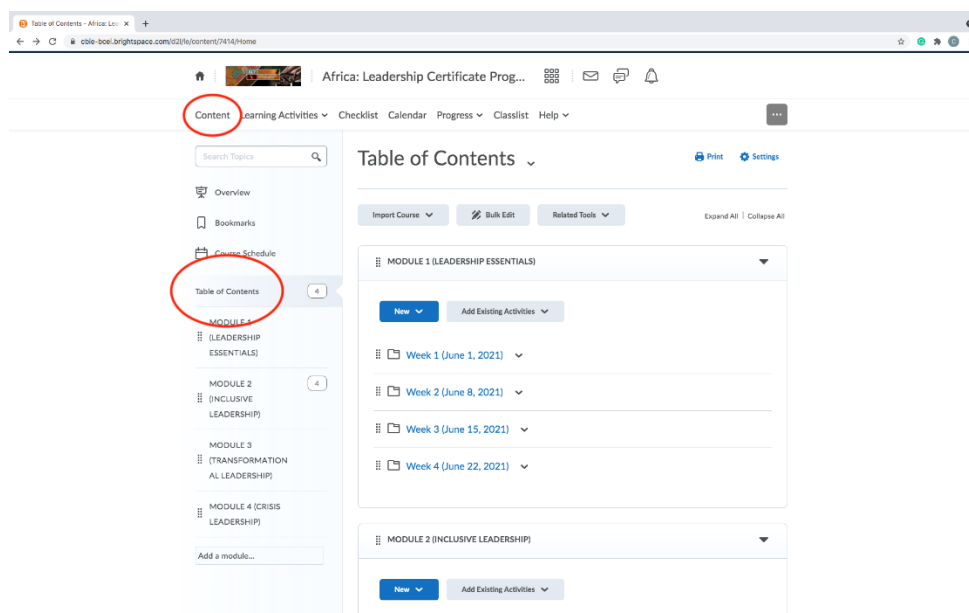
Program Completion Requirements

Learners must obtain an average of 50% in participation in order to receive the Leadership Certificate from IPAC and AAPAM.

Navigating the Online Learning Platform

Table of Contents

The course is organized to offer a comprehensive overview of what is expected on a week-by-week basis. Select the “Table of Contents” from the left side menu to see the detailed content of the course on a weekly basis.



Discussion Forums

You can start the program by posting a self-introduction in the Discussion Form. To reply to a post/thread, you need to click on the title of the post/thread to open it and see the replies (see screenshots below on the left). Once you have opened the post/thread, you can either reply to the initial posting or to any of the subsequent replies (see screenshot on the right).

Live Sessions

Learners can post all their questions regarding the program modules, upcoming/past activities in the respective week discussion forums. Facilitators will collate the questions and comments and respond during the weekly Live Sessions. For this reason, we strongly encourage participation in the Live Webinars. Live Webinars will be recorded and can be watched at your convenience.

We strongly encourage you to attend the Live Webinars so you can get the most out of your learning experience. Live Webinars take place each week (Tuesdays in English, Wednesdays in French) from 3:00pm-4:30pm (East Africa Time). The presentation will be recorded and available for you to listen to at your own convenience if you cannot attend in person. You can access the recordings from the “Live Webinar” option located in the navigation bar.

Please note that you need to register once for the series of Live Webinars. A reminder to join the webinar will be sent to your email address the day prior and a few hours before the live discussion. The link to register for the live webinars is available from the orange navigation bar (see “Live Webinars”).

Downloading documents

We suggest that week by week, you take the time to download and save key resources from the course, as access to the D2L/Brightspace will cease a few weeks following the close of the program. You can download most resources by selecting the dropdown menu beside the title. Please contact us with any questions.

Calendar

Click on “Calendar” from the orange navigation bar and select “List” to view all the upcoming dates for each program module.

Synch the Leadership Certificate Program calendar with your own personal calendar:

- Open your outlook/google/calendar
- In a new window, open Brightspace and select the “Calendar” on the navigation bar
- Select the “Settings” option located below the navigation bar
- Check the box titled “Enable Calendar Feeds” and “Save”

- Select “Subscribe” option located below the navigation bar and select the desired course module from the dropdown menu.
- Copy the URL listed in this window and then select “Download”.
- If a notification message pops up on your screen select “open”.
- Now, go back to your outlook/google calendar and if there is not a window open indicating that the ALT calendar is already being imported then go into your “settings” and copy/paste the URL into the “import/add calendar” option.

Help

The help option allows you to set your time zone. You can also check the configurations of your system to make sure all is working correctly. Find more tutorials and information to help you navigate Brightspace.

D2L/Brightspace Tutorials

Make sure to watch the following Brightspace tutorials to familiarize yourself with some basic features and settings:

- [Personalize your account settings](#)
- [Creating a personal profile](#)
- [Navigate the BrightSpace Learning Environment](#)
- [Navigate and engage in discussions](#)

Questions and Support

- Contact the CBIE ALT team at altscholars@cbie.ca for Brightspace technical support (ex: login in, uploading/finding documents, change your email address, etc.)
- Contact AAPAM at clifford@aapam.org for all queries relevant to course content and information in **AAPAM’s** [Aide Memoire](#)