

Learning Solutions Attendance Policy

In order to receive a Certificate of Completion for any program, learners must not miss more than 25% of the hours associated with any program. The percentage will be calculated based on class time (three hours per seminar) and coaching time (one hour per call). Because each program has a different number of seminars and coaching calls, the number of required hours will vary from program to program:

Change Management: 18 hours total; a maximum of 5 hours may be missed

Change Management – Premium: 24 hours total; a maximum of 6 hours of may be missed

Manager Essentials: 24 hours total; a maximum of 6 hours may be missed

Manager as Leader: 32 hours total; a maximum of 8 hours may be missed

Managing Employee Risk: 12 hours total; a maximum of 3 hours may be missed

Productive Workplace: 15 hours total; a maximum of 4 hours may be missed

Productive Workplace – Premium: 28 hours total; a maximum of 7 hours may be missed

Notes:

- even when a seminar is missed, it is strongly recommended that the learner participate in the coaching call for that session
- even when a seminar is missed, the learner should complete any pre- and post-work assignments for that seminar
- even when a learner misses more than 25% of the seminar and coaching time in a program, he or she is welcome to complete the rest of the work but will not receive a certificate of completion