


Food Retail Leader Certificate

Record all activity at www.elearningfmi.org

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	COMPLETION
Before Future Leaders	May 15-17, 2018	By June 28, 2018	June 28, 2018	August 2, 2018	September 13, 2018	By December 31, 2018
Self-Assessment Complete assessment	Future Leader eXperience Enter attendance code: LEAD18 & answer questions	Self-Reflection & Management Review Upload document	Taking Action as a Future Leader Online Seminar Skills at Work Challenge	A Deeper Dive into the Food Retail Emerging Trends Online Seminar Skills at Work Challenge	Lead from Where You Are Online Seminar Skills at Work Challenge	Final Assessment Complete assessment



STEPS TO COMPLETE THE CERTIFICATE

PLEASE NOTE: You must have attended the Future Leaders eXperience to gain the certificate. You may participate in any of the activities below but will not receive a certificate unless you attended the event.

Getting Started

Log in to the e-learning portal at www.elearningfmi.org

If you have forgotten your password, please click on the “Forgot Password” button.

Click on “My Learning Activities” in the menu bar at the top of the screen and then on the Food Retail Leader Certificate link, which will be on your learning activities page. You are now ready to start your activities. Please note that the activities are sequential, so you must complete an activity before the next one is unlocked.

Activity #1: Self-Assessment

You should have completed the self-assessment prior to attending the Future Leaders eXperience. Download and print a copy of your pre-event self-assessment that you will refer to in future activities by clicking on the arrow in the bottom right hand corner of the activity icon.

Activity # 2: Live Event

Optional: Download copies of the resource documents that were provided in the participant workbook at the event.

Click on the activity icon and enter the attendance code provided to attendees at the event. If you have forgotten it, please contact education@fmi.org. After entering the code, you will be prompted to answer several evaluation questions about the event.

Activity #3: Self-Reflection Exercise and Management Review Meeting

In this activity you have an opportunity to reflect on your leadership capabilities and identify actions you can take to improve. You will then schedule a meeting with the person to whom you report to share and discuss your individual action plan.

Download the instructions document and record your answers. Then click on the activity icon to upload your completed document.

Activities # 4-9

Three 60-minute interactive online seminars will reinforce leadership concepts and activate a "Skills at Work Challenge" to test new leadership behaviors. Recordings of the live events are posted on the e-learning portal and at www.fmi.org

[Future Leaders eXperience: Taking Action as a Future Leader!](#)

[Future Leaders eXperience: A Deeper Dive into Emerging Food Retail Trends](#)

[Future Leaders eXperience: Lead From Where You Are](#)

At the end of each seminar you will be given an attendance code which you should enter into the activity labeled "Attendance Code." The code can only be obtained by watching the seminar and will not be provided by email. You will also complete a short quiz to reinforce what you have learned.

In the seminars, instructions are provided on how to complete the skills at work challenge for each seminar. Download the instructions, complete the form and upload it by clicking on the activity icon.

Final Activity

Upon completion of all the activities, you will complete a short final self-assessment and post-certificate evaluation and will then be able to download your certificate.

All activities must be completed no later than December 31st to qualify for the Food Retail Leader Certificate.