

### Who is this certification for?

If you are a manager responsible for producing results in environments influenced by rapid social, technological, staffing, and political changes, the *Managing for Excellence* (MFE) certification may be for you. Please review the program fact sheet below.

### Am I Eligible?

To be eligible to apply for the MFE Certification offered by the WV Division of Personnel-OHRD, you must be an executive, supervisor, or manager in WV State Government who has **completed** Components I, II and III of [Supervisor/Manager Training Program \(DOP Policy 18\)](#).

### How Do I Apply?

Interested applicants who meet the eligibility requirements noted above must complete the following process to be considered for the certification program.

1. Complete the online [2025/26 MFE Application Form](#)
2. Ensure your manager receives the electronic recommendation and submits it before the application deadline.

### How Long Does the Program Take?

Approximately twelve months

### What are the Basic Components of the Program?

The MFE Certification includes three multi-day face-to-face classes, a graded Individual Performance Improvement (IPI) project that includes outside reading and required coaching hours. Candidates must successfully complete **ALL** components/assignments to receive the certification.

#### Breakdown of Required Hours

- **Training (54 hrs.)** of face-to-face training

Program	Days	When	Where
MFE I	3 Days	May 20-22, 2025	Canaan Valley Resort
MFE II	3 Days	October 21-23, 2025	WVSTC Charleston
MFE III	3 Days	April 21-23, 2026	Canaan Valley Resort

- **IPI (30 hrs.)** Candidates will identify a current performance gap or strategic opportunity that is challenging their team, division, or organization and use that issue to build a comprehensive strategy and implementation plan. Through a combination of course work, coaching sessions, out of class reading assignments, and peer-to-peer learning, candidates will develop and implement these plans to improve their team's performance and build their personal cases.

#### ***Online Coaching Sessions***

- A **minimum of twelve (12)** online coaching sessions are required as part of the IPIP project. These online coaching sessions are designed to: help transfer knowledge acquired from course sessions, identify personal performance improvement projects, deepen individual learning, and create feedback loops. Additionally, candidates will enhance their unique leadership style and create a personal action plan for ongoing development.

#### ***Outside Readings***

- Participants will be asked to complete a **minimum of eight (8) hours** of readings related to their topic. These readings will be conducted in-between coaching sessions and participants will be asked to report out about the readings in the online coaching sessions.

#### ***Case Design and Implementation***

- Based on classwork, coaching, and readings, participants will develop, implement, and document the process and results of their IPIP. This will take a **minimum of twenty (20) hours of work** and include the creation of a final portfolio which will be presented at the MFE III session.

#### **Do I Have to Travel?**

Each class may be held at a different location either in Charleston, WV at the State Training Center or at a state park. Please review the breakdown of training hours above for more details on what your specific travel requirements would be.