

LINKEDIN STANDARD POLICY – FOR ALL CERTIFIED PRACTITIONERS

Representing Your Leadership Circle Relationship (“Experience”) on LinkedIn

This document provides guidelines for accurately representing your relationship to Leadership Circle on LinkedIn, ensuring clarity by avoiding confusion regarding employment relationship.

Policy: When identifying our relationship on LinkedIn, we expect coaches to accurately represent their credentials and relationship to Leadership Circle:

- Certifications should be notated under “Licenses & certifications” (and not under [work] “Experience”).
- Contract employment (e.g., LC Delivery Associate) should be listed under Experience and be titled to accurately reflect the relationship.

Listing your Leadership Circle Certification Status: We encourage all who have successfully completed a Leadership Circle certification to [list these on their LinkedIn profile](#). The best place to identify this accomplishment is under the section **Licenses and certifications**:

1. Login to your LinkedIn account (www.Linkedin.com) and navigate to your profile.
2. Next, click on the “Add profile section” button (located just under your name):
 - a) A menu will pop up; Click on **Recommended**, then **Add licenses & certifications**.
 - b) A menu will appear; Complete the following:
 - c) **Name** of the certification (e.g., Leadership Circle Profile [LCP] Certification)
 - d) **Issuing organization**: type/select Leadership Circle
 - e) **Issue date**: enter the date from your certificate
 - We recommend leaving the following fields **blank**:
 - *Expiration date*
 - *Credential ID*
 - *Credential URL*
 - *Skills*

The screenshot shows the 'Add license or certification' form on LinkedIn. It includes fields for Name*, Issuing organization*, Issue date (Month and Year dropdowns), Expiration date (Month and Year dropdowns with a circular arrow icon), Credential ID, and Credential URL. There is a 'Skills' section with a note to 'Associate at least 1 skill to this license or certification. It'll also appear in your Skills section.' and a '+ Add skill' button. A 'Save' button is at the bottom right.

3. Click Save. Your certification will be displayed in your list of Licenses & certifications

Summary

By following these guidelines, we can ensure everyone is able to accurately represent their professional status and qualifications, while avoiding potential confusion about employment relationships. We thank you for your assistance in this endeavor.