

Employee: _____

Vandal #: _____

Advanced Leadership Development for Supervisors Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of annual All Employee Required Training, UI Supervisor Required Training and (1) Communication Essentials (2) Building Team Relationships (3) Leading Change (4) Managing Conflict (5) Managing Diversity in the Workplace (6) Confronting Bias: Thriving Across Our Differences (7) Respectful Communication and 5 electives from the Advanced Leadership Development Program Electives List.

Date Completed	Workshop Title
	Annual Work Related Training (online)
	UI Supervisor Required Training (online & live topics)
	Building Team Relationships
	Communication Essentials
	Leading Change
	Managing Conflict
	Managing Diversity in the Workplace
	Confronting Bias: Thriving Across Our Differences
	Respectful Communication
Elective #1	
Elective #2	
Elective #3	
Elective #4	
Elective #5	

Electives Include: Coaching for Employee Success, Creating Inclusive Campus Environments, Decision Making Styles, Delegation, Goal Setting & Time Management, Intro. to Mentoring, Intro. to Project Management, Leadership Essentials 1 & 2, Managing Generations, Managing Stress, Motivating Employees, Supervisor Online Tutorial, Supervisor Retreat.

Submit to UI Employee Development and Learning when complete via email at edl@uidaho.edu or campus mail to:

Employee Development and Learning

Attn: Training Coordinator

875 Perimeter Drive MS 4241

Moscow, Idaho 83844-4241