

Employee: _____

Vandal #: _____

Basic Leadership Development for Supervisors Program Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of annual UI Employee Required Training, UI Supervisor Required Training and (1) Building Team Relationships (2) Coaching for Employee Success (3) Communication Essentials (4) Creating an Inclusive Campus (5) Leadership Essentials 1 (6) Leadership Essentials 2 (7) Managing Conflict and 5 electives from the Basic Leadership Development Program Electives List.

Date Completed	Workshop Title
	Annual Work Related Training (Online)
	UI Supervisor Required Training (Online & Live Topics)
	Building Team Relationships
	Coaching for Employee Success
	Communication Essentials
	Creating Inclusive Campus Environments
	Leadership Essentials part 1
	Leadership Essentials part 2
	Managing Conflict
Elective #1	
Elective #2	
Elective #3	
Elective #4	
Elective #5	

Electives Include: Decision Making Styles, Delegation, Goal Setting & Time Management, Intro. to Mentoring, Intro. to Project Management, Leading Change, Managing Diversity in the Workplace, Managing Generations, Managing Stress, Motivating Employees, Respectful Communication, 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