

Employee: _____

Vandal #: _____

Advanced Leadership Development for Supervisors Program

Personal Learning Record Sheet

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

Date Completed	Workshop Title
	Building Team Relationships
	Communication Essentials
	Creating a Respectful Community (online module)
	Diversity and Inclusion (online module)
	IT Security (online module)
	Leading Change
	Managing Conflict
	Managing Diversity in the Workplace
	Navigating the Employment Legal Landscape part 1 (online module)
	Navigating the Employment Legal Landscape part 2 (online module)
	Overcoming Unconscious Bias in the Workplace
	Performance Evaluation (online module)
	Performance Management (online module)
	Respectful Communication
	Safety and Security Awareness (online module)
	Stewardship of Resources and Ethical Conduct (online module)
	Strategies for Selection and Hiring Success (online module)
Elective #1	
Elective #2	
Elective #3	
Elective #4	
Elective #5	

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

Employee Development and Learning
Attn: Training Coordinator
875 Perimeter Drive MS 4241
Moscow, Idaho 83844-4241