

Employee: _____

Vandal #: _____

Basic Leadership Development for Supervisors Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of all annual UI All Employee Required Trainings, all UI Supervisor Required Trainings 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)
	Building Team Relationships
	Coaching for Employee Success
	Communication Essentials
	Creating Inclusive Campus Environments
	Leadership Essentials part 1
	Leadership Essentials part 2
	Managing Conflict
	Minimizing Bias in Recruitment and Hiring (online module available 3/2020)
	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)
	Search Committee Training (online module)
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 pdl@uidaho.edu or campus mail to:

Employee Development and Learning

Attn: Training Coordinator

875 Perimeter Drive MS 4241

Moscow, Idaho 83844-4241

Employee: _____

Vandal #: _____

Advanced Leadership Development for Supervisors Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of all annual UI All Employee Required Trainings, all 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
	Annual Work Related Training (online)
	Building Team Relationships
	Communication Essentials
	Leading Change
	Managing Conflict
	Managing Diversity in the Workplace
	Minimizing Bias in Recruitment & Hiring (online module, available 3/2020)
	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
	UI Search Committee Training(online module)
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 pdl@uidaho.edu or campus mail to:

Employee Development and Learning

Attn: Training Coordinator

875 Perimeter Drive MS 4241

Moscow, Idaho 83844-4241



University of Idaho

Employee Development
and Learning

Employee: _____

Vandal #: _____

University of Idaho Team Leader Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of all annual UI All Employee Required Trainings and (1) Building Team Relationships (2) Communication Essentials (3) Decision Making Styles (4) Goal Setting & Time Management (5) Managing Conflict and (6) Managing Stress.

Date Completed	Workshop Title
	Annual Work Related Training (online)
	Building Team Relationships
	Communication Essentials
	Decision Making Styles
	Delegation
	Goal Setting and Time Management
	Managing Conflict
	Managing Stress

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

Employee Development and Learning

Attn: Training Coordinator

875 Perimeter Drive MS 4241

Moscow, Idaho 83844-4241