

Employee: _____

Vandal #: _____

Basic Leadership Development for Supervisors Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of all 5 U of I All Employee Required Trainings, all 5 U of I 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
	Building Team Relationships
	Coaching for Employee Success
	Communication Essentials
	Creating a Respectful Community (online module)
	Creating Inclusive Campus Environments
	Diversity and Inclusion (online module)
	IT Security (online module)
	Leadership Essentials part 1
	Leadership Essentials part 2
	Managing Conflict
	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)
	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 pdl@uidaho.edu or to:

Employee Development and Learning

Attn: Training Coordinator

875 Perimeter Drive MS 4241

Moscow, Idaho 83844-4241