

Employee: _____

Vandal #: _____

Team Leader Program

Personal Learning Record Sheet

Certificate of Completion Requirements: Completion of all 5 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
	Building Team Relationships
	Communication Essentials
	Creating a Respectful Community
	Decision Making Styles
	Delegation
	Diversity and Inclusion (online module)
	Goal Setting and Time Management
	IT Security (online module)
	Managing Conflict
	Managing Stress
	Safety and Security Awareness (online module)
	Stewardship of Resources and Ethical Conduct (online module)

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