



Human Resources

Training Services

COMPLETION FORM

Leadership Development Certificate Program

Overview

Effective and skillful leadership is needed for organizational success. Leadership is not something you are born with, it is something developed over time through knowledge and life experiences. This learning track is designed to provide participants with opportunities to learn foundational principles and best practices needed for leadership development and success at OSU.

Track Completion Information

- We highly encourage you to work with your supervisor to select a professional development program and the individual courses to take to complete the program.
- Although you can work on this track at your own pace, we require completion within 3 years.
- Courses listed in multiple tracks can only be counted towards the completion of one learning track. You cannot use the same course to meet the course requirements of multiple learning tracks.
- You may participate in only one training program at a time.
- Only trainings listed on the tracking form will count towards program completion. New training courses added during the course of your program participation will indicate which program they apply to in the course description. If in doubt, contact Training Services at osu-trng@okstate.edu.

Participation Expectations:

1. 2 core courses and 20 elective courses are needed to complete this learning track. Both online and classroom courses can be used.
 - **Online Courses:**
 - We recommend that test scores be printed and kept on file in case they are needed. The Learning Management System must show the class as completed in order for credit to be given.
 - Up to 5 online courses can be counted towards your electives.
 - **Classroom Courses:**
 - Classroom courses can be selected from any Training Services department sponsored sessions or events that fall into the learning scope of the track selected. If in doubt, contact Training Services at osu-trng@okstate.edu.
 - A course can only be counted one time. All courses used to obtain a certificate of completion cannot be used to complete any other track.
 - Session attendance records will be used for verification purposes. Be sure to sign-in for any session attended.
2. Once you have completed the specific number of courses, return the track Completion Form to Training Services, 106 Whitehurst or by e-mailing the completed form to osu-trng@okstate.edu.
3. An official Certificate of Achievement will be sent through campus mail. Your supervisor will be notified that you have completed the program.

DISCLAIMER

This certificate program requires a 3 year commitment. Core courses are offered twice a year and electives are offered throughout the calendar year. Elective courses vary for each program. Elective courses are subject to change throughout the calendar year to provide a range of options.

Updated 3/30/2017

www.hr.okstate.edu/training



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Employee Name: _____ Department: _____ E-mail: _____

Supervisor Name: _____ Supervisor Email: _____

Classroom or Online	Title	Credits	Completion Date
Core Courses			
Classroom	Discover Your Strengths		
Classroom	HR Boot Camp		
Elective Courses			
Classroom	360 Leader	1 per session	
Classroom	5 Languages of Appreciation in the Workplace	1	
Classroom	Authenticity Rules	1	
Classroom	From Bud to Boss	1	
Classroom	Campout	1	
Classroom	Cheetah Leader	1	
Classroom	Culture of Greatness	1	
Classroom	Effective Meeting Management	1	
Classroom	Introduction to Emotional Intelligence	1	
Classroom	Leadership 101-Part 1	1	
Classroom	Leadership 101-Part2	1	
Classroom	Leadership Principles for Difficult Conversations	1	
Classroom	Leveraging Personal Technology to Streamline your Days	1	
Classroom	Marathon Madness 1	1	
Classroom	Marathon Madness 2	1	
Classroom	Negaholics Anonymous	1	
Classroom	Owners and Renters	1	
Classroom	Presentation Skills	1	
Classroom	RELAX	1	
Classroom	Succeeding with Difficult People	1	
Classroom	Staff Development Day 2017	1	
Classroom	Supervisor Academy	1 per session	
Classroom	Sustainability in the Workplace	1	



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Elective Courses			
Classroom	The Power of Perception: Successfully Changing how Others Perceive You	1	
Classroom	Trust Evolution	1	
Classroom	Understanding Generational Differences	1	
Classroom	Understanding Emotional Intelligence	1	
Classroom	Violence Prevention in the Workplace	1	
Classroom	White Water Leadership	1	
Classroom	Working in the 17% Zone	1	
Online	Ethical Decision-Making in the Workplace	1	
Online	First Time Manager: Meeting Expectations	1	
Online	First Time Manager: Challenges	1	
Online	Leadership Essentials: Motivating Employees	1	
Online	Leading Teams: Leading a Cross-Functional Team	1	
Online	Monitoring and Improving Performance	1	
Online	Recognizing and Diagnosing Problem Performance	1	
Classroom Session or Event			
Classroom Session or Event			