



Human Resources

Training Services

COMPLETION FORM

Advanced Leadership Development Certificate Program

Overview

Leadership training and development is a continuous process. This program is designed for leaders and presented by leaders across our 5 campuses. The *Advanced Leadership Development Program (ALP)* is a continuing program available only to graduates of OSU's *Leadership Development Program (LDP)* who want to refresh, enhance, or deepen their leadership skills. Such exclusivity recognizes the training and development commitment already undertaken by these OSU employees.

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.
- This program is completed each calendar year.
- 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.
- If a session is not listed, please add it to the bottom of either page.

Participation Expectations:

1. 8 courses and 3 special opportunity events 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 Center must show the class as completed in order for credit to be given.
 - Up to 5 approved online courses can be counted towards your electives. *Approved courses are listed on the form.*
 - **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.
 - Must take at least 3 classroom courses
 - **Special Opportunity Events**
 - Exclusive to ALP participants
 - Sessions are informal with an opportunity for members to share perspectives with speakers and other leaders on campus.
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 completion form to osu-trng@okstate.edu.
3. You will be presented with a plaque at the end of the calendar year upon first year of completion. Upon annual continuation of the program you will receive a gift and a metal plate to add to your plaque.

Updated 3/30/2017

www.hr.okstate.edu/training



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

Supervisor Name: _____ Supervisor Email: _____

Classroom, Online or Special Opportunity	Title	Credits	Completion Date
Special Opportunity			
Special Opportunity			
Special Opportunity			
Special Opportunity			
Elective Courses			
Classroom	5 Leader Voices	1	
Classroom	5 Languages of Appreciation in the Workplace	1	
Classroom	Accountability: Critical Tool in Leadership	1	
Classroom	Becoming a Person of Influence	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	CEAT Building Leaders Initiative Series	1	
Classroom	Change Management	1	
Classroom	Critical Thinking	1	
Classroom	Decisive: How to Make Better Choices in Life and Work	1	
Classroom	Developing the Leaders around You	1	
Classroom	Everyone Communicates, Few Connect	1	
Classroom	Getting Stuff Done	1	
Classroom	Lessons Learned Through Leadership	1	



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Classroom, Online or Special Opportunity	Title	Credits	Completion Date
Elective Courses			
Classroom	Owners and Renters	1	
Classroom	Sometimes you Win, Sometimes you Learn	1	
Classroom	Staff Development Day 2017	1	
Classroom	The 7 Barriers to Creative Work	1	
Classroom	The 17 Essential Qualities of a Team Player	1	
Classroom	The 17 Indisputable Laws of Teamwork	1	
Classroom	Trust Evolution	1	
Classroom	Understanding Generational Differences	1	
Online	Thinking Strategically as a Manager	1	
Online	Using Strategic Thinking to Consider the Big Picture	1	
Online	Improving Your Emotional Intelligence Skills: Self-awareness and Self-management	1	
Online	Becoming Your Own Best Boss	1	
Online	Performing with Others under Pressure	1	
Online	Thinking Critically: Drawing Conclusions with Confidence	1	
Online	Using Feedback to Improve Team Performance	1	
Classroom Session or Event			
Classroom Session or Event			
Classroom Session or Event			