



PROFESSIONAL DEVELOPMENT Continuing Education “Certificate”*

This track is for employees that have already achieved their management or professional development certificate.

Are you ready to take your skills to a whole new level? Have you already achieved your management or professional development certificate and want more professional development? You're in luck.

Start working towards your continuing education certificate today.

1. Communication Skills Module 1: Active Listening and the Art of Asking Questions
2. Communication Skills Module 2: Interpersonal Strategies and Conducting Difficult Conversations
3. Influence without Authority
4. Adapting to Change
5. Problem Solving and Decision Making
6. Social Styles or Leadership Versatility
7. Conflict Handling Modes (Formerly called Conflict Resolution)
8. Multiple Generations in the Workplace – to satisfy this requirement, you are asked to complete the LinkedIn Learning course entitled [Managing a Multigenerational Workforce](#). Your completion will be downloaded and added to your Training Profile. **Note:** Be sure to log in to LinkedIn Learning with your St. John's email address and a password you created. If you do not remember your password, follow the directions to create a new password.

Electives: Six electives must be in addition to sessions applied to a previous certificate.

- Conducting Effective Meetings (for employees who conduct meetings as a regular part of the job)
- Employee Assistance Programs (Each program counted separately, may apply a maximum of three (3) programs to continuing education certificate. To qualify, program must have a run date after January 1, 2018).
- IT Security Awareness Training Core Curriculum (Current Year)
- Kognito's At-Risk Online Course (As long as the program has not been applied to a previous certificate).
- LinkedIn Learning Online Learning Certificate (Formerly known as Lynda.com) (Up to three (3) additional work-related courses with completion dates after January 1, 2018. Appropriate topics include Change Management, Communication Skills, Conflict Resolution, Customer Service Skills, and Decision Making related courses).
- Lunch and Learn Programs (May apply a maximum of two (2) programs to the certificate. To qualify, program must have a run date after January 1, 2018).
- Opioid Overdose Prevention Training
- PROGRESS – **P**rofessional **G**rowth and **E**nrichment **S**eries (multi-part series counts as one elective)
- Suicide Prevention Training for Administrators and Staff

***Pre-requisites:**

While you may attend the programs contained in this certificate at any time, you must have achieved a Professional Development or Management Development Certificate to be eligible to receive the Continuing Education Certificate.

In order to receive a continuing education certificate, participants first must be compliant in all the University's required training programs (Active Shooter Preparedness, Emergency Readiness, Discrimination and Sexual Harassment Prevention Training (Annual training), Title IX, IT Security Awareness Training Core Curriculum, etc.); secondly, they must complete the above workshops.