

# Continuing Education Certificate

Name:  STJ Email:  Date Updated:

Continuing Education Core (Required For Certificate)	(Date) Completed	Workshop Needed	(Note) Exemption
Adapting to Change			
Communication Skills Module I: Active Listening & Asking Questions			
Communication Skills Module II: Interpersonal Strategies & Conducting Difficult Conversations			
Conflict Handling Modes (Formerly called Conflict Resolution)			
Influence without Authority			
LinkedIn Learning: Unconscious Bias			
LinkedIn Learning: Unlocking Authentic Communication in a Culturally-Diverse Workplace			
Problem Solving & Decision Making			
Social Styles (Staff)/ Leadership Versatility (Supervisors)			
<b>TOTAL CONTINUING EDUCATION CORE</b>	/ 9	/ 9	

Electives (Must Complete a Minimum of Six (6) Electives) <small>Electives must be in addition to sessions applied to a previous certificate.</small>	(Date) Completed	Workshop Needed	(Note) Exemption
Conducting Effective Meetings			
Employee Assistance Programs (May apply a maximum of three (3) programs to the certificate. To qualify, program must have a run date after January 1, 2018).	<b>Please List EAP Programs Separately</b>		
1.			
2.			
3.			
IT Security Awareness Training Core Curriculum (Current Year)			
LinkedIn Learning Online Learning Certificate (May apply a maximum of three (3) work-related programs to the certificate with completion dates after January 1, 2018. Appropriate topics include Change Management, Communication Skills, Conflict Resolution, Customer Service Skills, and Decision-Making related courses).	<b>Please List LinkedIn Learning Programs Separately</b>		
1.			
2.			
3.			
Lunch and Learn (May apply a maximum of two (2) programs to the certificate. To qualify, program must have a run date after January 1, 2018).	<b>Please List Lunch and Learn Programs Separately</b>		
1.			
2.			
<b>PROGRESS</b> – Professional Growth and Enrichment Series (Multi-part series counts as one elective. For the completion date, indicate the date you completed Module IV).			
Suicide Awareness and Prevention Training (EAP Session)			
Other (Please enter) **			
Other (Please enter) **			
Other (Please enter) **			
<b>Notes: All Candidates – Annual discrimination and sexual harassment prevention training AND annual security awareness training must be completed for current and previous years since inception to be eligible to receive a certificate.</b>			
<b>TOTAL ELECTIVES</b>	/ 6	/ 6	

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 (Current Year), etc.); secondly, you must complete the workshops listed above.