

# Management Development Certificate Checklist

Name: \_\_\_\_\_ STJ Email: \_\_\_\_\_ Date Updated: \_\_\_\_\_

<b>University Core (Required For Certificate)</b>	<b>(Date) Completed</b>	<b>Workshop Needed</b>	<b>(Note) Exemption</b>
Active Shooter Preparedness Training: Safety Tips			
Discrimination and Sexual Harassment Prevention Training (Annual training starting 2019)			
Emergency Readiness/Identifying and Responding to Employees in Distress			
Equity and Inclusion Module I: Foundation (Launched 2019)			
Equity and Inclusion Module II: Bias and Microaggression (Launched 2019)			
New Employee Orientation *			
Performance Management Training: Managers			
Title IX: Reporting and Responding to Sexual Assault on Campus (Launched 2012)			
Vincentian Mission Orientation			
<b>TOTAL UNIVERSITY CORE</b>	/ 9	/ 9	

<b>Management Core (Required for Certificate)</b>	<b>(Date) Completed</b>	<b>Workshop Needed</b>	<b>(Note) Exemption</b>
Business Ethics Training			
Coaching for Exceptional Performance, OR Leadership Coaching			
Conducting Effective Meetings			
Corrective Action			
LinkedIn Learning: Uncovering Unconscious Bias in Recruiting and Interviewing			
LinkedIn Learning: Inclusive Mindset			
Managing for Success			
Policy Training			
<b>TOTAL MANAGEMENT CORE</b>	/ 8	/ 8	

<b>Electives (Must Attend Minimum of Six (6) Electives)</b>	<b>(Date) Completed</b>	<b>Workshop Needed</b>	<b>(Note) Exemption</b>
Hiring the Best: Interviewing Techniques			
IT Security Awareness Core Curriculum (Current Year)			
Leadership Versatility: Adapting Your Style to Multiple Audiences			
Leading Change			
LinkedIn Learning: Confronting Bias - Thriving Across our Differences			
LinkedIn Learning Online Learning Certificate (Managers may apply a maximum of three (3) management-related programs to the certificate. To qualify, programs must have a completion date after January 1, 2018).	<b>Please List LinkedIn Learning Programs Separately</b>		
1.			
2.			
3.			
Suicide Awareness and Prevention Training (EAP Session)			
Time Management: You are in Control			
Other (Please enter) **			
Other (Please enter) **			
<b>Notes:</b> All candidates: Annual Discrimination and Sexual Harassment Prevention Training AND Security Awareness Training must be completed for current and all previous years since inception to be eligible to receive a certificate.			
<b>TOTAL ELECTIVES</b>	/ 6	/ 6	

\*If you were hired before 2002 and did not attend New Employee Orientation, you must take one (1) additional elective to qualify for the certificate.

\*\* Other Electives may include: Equity and Inclusion: Race, Power, and Privilege; Institute for Writing Studies; Quality Service for Leaders; Business Affairs Year-End Accrual Training; Student Worker Supervisor; Concur; EPCF Training; etc.