Learning & Development Certification Program Application

Administrative Professional Certification
The Administrative Professional Certification program is for the career-minded individual who wants to increase core administrative skills and enhance their career while contributing to the University’s success. It develops skills and knowledge to manage multiple priorities and projects, strengthen verbal and written communication with diverse constituencies, and effectively problem-solve for greater results.

The program requires completion of three core courses and two elective courses. To register for courses and view available sessions log into HRMS.

Required Courses:
- Business Writing and Grammar
- Time Management/Organizational Skills
- Communicating with Impact

Elective Courses:
- Embracing Change
- Navigating Beyond Conflict
- Customer Service Best Practices
- Take Your Career a Step Further

Participant’s Instructions:
Please state your objective for pursuing the Administrative Professional Certification. How will this certification help you achieve your development goals?

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**Participant’s objective(s) to receive certification**

**Participant’s Signature:**

**Date:**

Manager’s Instructions:
Please state your development objective for your employee’s pursuit of this certification. Identify specific skills you want your employee to achieve. Discuss your employee’s objective(s) and your goals with the employee. Email the completed form to Shirley_Ikemeier@wustl.edu for processing.

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**Manager’s objective(s) for participant**

**Manager’s Signature:**

**Date:**