Visit http://hr.wustl.edu for a complete listing of the Learning & Development curriculum, including program descriptions, dates and times. Please note schedule is subject to change.

How to Register

Please visit our Learning & Development page at hr.wustl.edu for more information. Click on Programs for information on our Certification Programs or Course Catalog to view the classes we offer. You may register online through HRMS by selecting the course title link.

Please contact Learning & Development with additional questions.

Shirley Ikemeier
HR Coordinator
Email: Shirley_Ikemeier@wustl.edu
Phone: 935-5934

West Campus
Campus Box 1188
7509 Forsyth Blvd.
Suite 001 - Training Room B
New Leader Certification

The New Leader Certification program is designed for supervisors, managers, and directors new to the University and for current employees promoted to a leadership position. It is designed to develop leadership qualities and skills that are strengthened by:

- Consistent practices that support the WUSTL mission, goals, and culture;
- Accelerating new leader effectiveness by building critical skills;
- Establishing a peer support system that fosters strong working relationships;
- Accomplishing team results by focusing on areas critical for individual, team, and organizational success.

Required Courses:

- Introduction to Leadership at WUSTL*
- What New Leaders Need to Know – Key HR Policy*
- Overview
- Situational Leadership II
- Coaching for Performance Improvement

Courses are offered twice a year and do not need to be taken consecutively. The program is designed to be completed in one year; however, you may take up to two years to complete. Participants in this program must have supervisory responsibility and complete the registration form located on the Human Resources Learning & Development website.

Leadership Development Certification

Leadership development is a lifelong endeavor. The Leadership Development Certification program develops key management skills and offers practical solutions to everyday challenges. It focuses on individual and team leadership, communication skills, and achieving results to ensure that everyone is moving in the same direction to support the University’s mission.

The program requires completion of seven core courses and one elective course:

Core Courses:

- Coaching for Performance Improvement
- Critical Conversations
- Performance Management Fundamentals
- Leading Change
- Human Resources Policy Overview*
- Effective Selection & Hiring Techniques
- How to Manage Discrimination & Harassment Situations*

Elective Courses:

- Leading High Performance Teams
- Making Meetings Work
- Making Effective Decisions

Courses are offered twice a year. The program is a combination of instructor-led, e-learning, and blended training formats. It is designed to be completed within two years. Participants in this program must have supervisory responsibility and complete the registration form located on the Human Resources Learning & Development website.

*Note: For WUSM – New Manager Orientation (NMO) replaces Required Courses 1 & 2.

Administrative Professional Certification

The Administrative Professional Certification program is for career-minded individuals who want 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:

Core 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

Most courses are offered twice a year. The program is designed to be completed in one year; however, you may take up to two years to complete. Participants in this program must be in a support role and complete the registration form located on the Human Resources Learning & Development website.

*Note: For WUSM – NMO/CTM serves as a substitute for HR Policy Overview & How to Manage Discrimination & Harassment Situations.