Learning & Development Certification Program Application

Leadership Development Certification
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. To register for courses and view available sessions log into HRMS.

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

Elective Courses:
- Leading High Performance Teams
- Making Meetings Work
- Accelerating Decision Making

Participant’s Instructions:
Please state your objective for pursuing the Leadership Development 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: __________