| Leadership Capacity Building Development Certificate (LCBDC) |
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| | Employee Name: | Certificate Start Date: |  | | --- | --- | --- | | Department: | Certificate Completion Date: |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date Completed:** | | **Employee Initial:** | | | **Course:** | |
|  |  |  |  |  | **Crucial Conversations** |
|  |  |  |  |  | **Dimensions of Leadership** |
|  |  |  |  |  | **Ethics of Leadership & Influence** |
|  |  |  |  |  | **From Interview to Hire** |
|  |  |  |  |  | **Financial Budgeting** |
|  |  |  |  |  | **Fundamentals of Supervision** |
|  |  |  |  |  | **Managing Effective Meetings** |
|  |  |  |  |  | **Performance Evaluations** |
|  |  |  |  |  | **Shaping Effective & Engaged Teams** |
|  |  |  |  |  | **The Servant Leader** |
|  |  |  |  |  | **Workplace Harassment** |

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|  |
| Employee Signature |
|  |
| Supervisor Signature |
|  |
| Training Liaison Signature |
|  |
| Performance & Development Signature |

