| Management Development Certificate (MDC) |
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| Employee Name:      | Certificate Start Date:      |  |
| --- | --- | --- |
| Department:      | Certificate Completion Date:      |  |

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| **Date Completed:** | **Employee Initial:** |  **Course:** |
|       |  |  |       |  | **Americans with Disabilities Act** |
|       |  |  |       |  | **Advanced Thinking for Problem-Solving Managers** |
|       |  |  |       |  | **Crucial Accountability** |
|       |  |  |       |  | **Creative Thinking** |
|       |  |  |       |  | **Developing Employees** |
|       |  |  |       |  | **Discipline, Grievance, & the Merit System** |
|       |  |  |       |  | **Emotional Intelligence** |
|       |  |  |       |  | **Equal Opportunity/Affirmative Action & Anti-Discrimination** |
|       |  |  |       |  | **Investigating Employee Misconduct** |
|       |  |  |       |  | **Leading Through Change** |
|       |  |  |       |  | **Managing Conflict & Resistance in the Workplace** |
|       |  |  |       |  | **Preventing Sexual Harassment for Supervisors** |
|       |  |  |       |  | **Project Management** |
|       |  |  |       |  | **Substance Abuse Policy** |

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

