



# ADVANCED TALENT DEVELOPMENT CERTIFICATE (ATDC)

<b>Employee Name:</b>	<b>Certificate Start Date:</b>
<b>Department:</b>	<b>Certificate Completion Date:</b>

<b>Date Completed:</b>	<b>Employee Initial:</b>	<b>Course:</b>
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|-------|-------|--|
| _____ | _____ | <b>Advanced Principles of Communication – Part 1: Authenticity</b> |
| _____ | _____ | <b>Advanced Principles of Communication – Part 2: Coaching</b>     |
| _____ | _____ | <b>Creating a Violence Free Workplace</b>                          |
| _____ | _____ | <b>Enhancing Team Membership</b>                                   |
| _____ | _____ | <b>Getting Things Done</b>   |
| _____ | _____ | <b>Managing Stress &amp; Workplace Accountability</b>              |
| _____ | _____ | <b>The Role of the Lead Worker</b>                                 |
| _____ | _____ | <b>Strategies for Achieving Work/Life Balance</b>                  |
| _____ | _____ | <b>The Power of Habit</b>  |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Learning Admin Signature

\_\_\_\_\_  
Performance & Development Signature



In order to receive credit for this certificate, start date must be within five years of the completion date. Once all courses are complete email the signed form to Performance & Development Solutions at [pds@iowa.gov](mailto:pds@iowa.gov).