



Management Development Certificate Tracking Form

Employee Name: _____

Certificate Start Date: _____

Agency/Department: _____

Certificate Completion: _____

Completed	Employee Initial	Course	Link
		Advanced Thinking for Problem-Solving Managers	Enroll
		Americans With Disabilities Act (ADA)	Enroll
		Civility Training for Managers & Supervisors <i>Formerly Diversity Training for Managers & Supervisors</i>	Enroll
		Crucial Accountability	Enroll
		Developing Employees	Enroll
		Discipline, Grievance, & the Merit System	Enroll
		EEO/AA/Anti-Discrimination	Enroll
		Emotional Intelligence 2.0	Enroll
		Investigating Employee Misconduct	Enroll
		Leading Through Change	Enroll
		Managing Conflict & Resistance in the Workplace	Enroll
		Preventing Sexual Harassment Training for Supervisors	Use search for current version
		Project Management Seminar	Enroll
		Substance Abuse Policy	Enroll

Employee Signature

Supervisor Signature

Learning Admin Signature ([view learning admin list](#))

Performance & Development Signature



Department of
Administrative Services

In order to receive credit for this certificate, the 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.