Management Development

Certificate Tracking Form

Employee Name: _____ Certificate Start Date: _____

Agency/Department: _____ Certificate Completion: _____

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

_____ _____

Employee Signature Supervisor Signature

_____ _____

Learning Admin Signature *(view learning admin list)* Performance & Development Signature

IOWA | 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@das.iowa.gov.

Updated 7/2026