Advanced Talent Development

Certificate Tracking Form

Employee Name: _____ Certificate Start Date: _____

Agency/Department: _____ Certificate Completion: _____

Completed	Employee Initial	Course	Link
		Advanced Principles of Communication 1: Authenticity *No longer offered effective July 1, 2026*	
		Advanced Principles of Communication 2: Coaching *No longer offered effective July 1, 2026*	
		Becoming a High-Impact Teammate *Formerly Enhancing Team Membership*	Enroll
		Building Resilience: Managing Stress at Work *Formerly Managing Stress & Workplace Accountability*	Enroll
		Creating a Violence-Free Workplace	Enroll
		Getting Things Done	Enroll
		The Power of Habit	Enroll
		Role of the Lead Worker	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 07/2026