| The logo for Performance & Development Solutions.Advanced Leadership Development Certificate (ALDC) |
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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** |
|       |  |  |       |  | **Crucial Conversations®** |
|       |  |  |       |  | **Discipline, Grievance & the Contract** |
|       |  |  |       |  | **Diversity Training for Managers & Supervisors** |
|       |  |  |       |  | **Equal Opportunity/Affirmative Action/Anti-Discrimination** |
|       |  |  |       |  | **Investigating Employee Misconduct** |
|       |  |  |       |  | **Preventing Sexual Harassment for Supervisors** |
|       |  |  |       |  | **Shaping Effective & Engaged Teams** |
|       |  |  |       |  | **Substance Abuse Policy** |
|       |  |  |       |  | **Strategic Planning & Systems Thinking** |

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

