| Advanced Professional Development Certificate (APDC) |
| --- |
|

| Employee Name:      | Certificate Start Date:      |  |
| --- | --- | --- |
| Department:      | Certificate Completion Date:      |  |

 |

|  |  |  |
| --- | --- | --- |
| **Date Completed:** | **Employee Initial:** |  **Course:** |
|       |  |  |       |  | **Cultural Competency** |
|       |  |  |       |  | **Customer Service** |
|       |  |  |       |  | **Dimensions of Behavior** |
|       |  |  |       |  | **Enhancing Team Membership** |
|       |  |  |       |  | **Human Relations Skills** |
|       |  |  |       |  | **Managing Stress & Workplace Accountability** |
|       |  |  |       |  | **Managing Your Time & Priorities** |
|       |  |  |       |  | **Project Management Fundamentals** |
|       |  |  |       |  | **Thriving on Change** |

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

