| Leadership Capacity Building Development Certificate (LCBDC) |
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| Employee Name:      | Certificate Start Date:      |  |
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| Department:      | Certificate Completion Date:      |  |

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| **Date Completed:** | **Employee Initial:** |  **Course:** |
|       |  |  |       |  | **Crucial Conversations** |
|       |  |  |       |  | **Dimensions of Leadership** |
|       |  |  |       |  | **Ethics of Leadership & Influence** |
|       |  |  |       |  | **From Interview to Hire** |
|       |  |  |       |  | **Financial Budgeting** |
|       |  |  |       |  | **Fundamentals of Supervision**  |
|       |  |  |       |  | **Managing Effective Meetings** |
|       |  |  |       |  | **Performance Evaluations** |
|       |  |  |       |  | **Shaping Effective & Engaged Teams** |
|       |  |  |       |  | **The Servant Leader** |
|       |  |  |       |  | **Workplace Harassment** |

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

