Advanced AACP Curriculum and Tracking Sheet

Name:	Employee ID:	
E-mail:	JACard Number:	

E-mail: JACard Number:	
	Date Completed
Advanced AACP Orientation	
TD2144: Advanced AACP Overview	
Office Protocol/Etiquette (Choose 1)	
TD2083: Social Media in the Workplace	
TD1743: Positive Politics	
TD2151: Advancing Your Workplace Etiquette	
Self-Awareness	
TD2060: IQ or EQ? Both Please! (Emotional Intelligence Basics) Required	
(Choose 1)	
• TD1242: MBTI	
TD1695: StrengthsFinder 2.0	
Decision Making/Ethical Reasoning (All Required)	
TD1482: Clear as Mud TD2420. Strive I December (in Foreign (Admitted College and Indiana))	
TD2139: Ethical Reasoning for Everyone (Madison Collaborative content)	
Time Management (Choose 1)	
TD1608: Time Challenged TD1657. Time Challenged	
TD1057: Time Management Strategies: Control Your Time	
Basic Project Management	
TD2038: Finding Focus: Managing Multiple Priorities	
Facilitating Effective Meetings	
TD2559: Effective Meetings	
Advanced Note Taking	
TD1902: Capture the Concepts	
Advanced AACP Connect (All Required)	
TD2146: Managing Multiple Bosses	
TD2147: Everyday Needs Assessment TD2140: Decision of the Property of th	
TD2148: Brainstorming Basics	
Technical Skills (All Required)	
TD2569: Editing and Proofreading Streamlined <i>or</i> TD1450: Editing: Hardcopy and	
Electronic	
TD2149: Professional Writing TD273. Outlook Service Bould Professional Writing TD273. Outlook Service Bould Professional Writing	
IT273: Outlook Email QuickR <i>or</i> IT294 Outlook 2016 Advanced	
Customer Service (Choose 1)	
TD1753: Emotional Intelligence TD1355: Paring Sans	
TD1355: Raving Fans TD1344: No Complete in a Bule	
TD1344: No Complaining Rule Conflict Resolution	
Conflict Resolution	
TD1185: Difficult Conversations Diversity (Chance 1)	
Diversity (Choose 1)	
TD2056: Understanding Gender and Sexual Diversity Diversity Conference (One Consurrent Session)	
Diversity Conference (One Concurrent Session) TD2070: Breaking New Ground - Respect and Inclusion in the Workplace	
TD2070: Breaking New Ground - Respect and Inclusion in the Workplace Change Management Change Management	
Change Management	
TD1828: Our Iceberg is Melting	
Supervision TD1743- It's Okov to Botho Boss	
TD1742: It's Okay to Be the Boss One considered allowers and to Tolerat Development MSS 5000 and Given a decision and the Considered and Considered an	Decide 4 0 /27 /2024
Once completed, please send to Talent Development, MSC 5808, td@jmu.edu	Revised 9/27/2021