

# Advanced AACP Curriculum and Tracking Sheet

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

E-mail: \_\_\_\_\_ JACard Number: \_\_\_\_\_

Date Completed
<b>Advanced AACP Orientation</b> <ul style="list-style-type: none"> <li>TD2144: Advanced AACP Overview</li> </ul>
<b>Office Protocol/Etiquette (Choose 1)</b> <ul style="list-style-type: none"> <li>TD2083: Social Media in the Workplace</li> <li>TD1743: Positive Politics</li> <li>TD2151: Advancing Your Workplace Etiquette</li> </ul>
<b>Self-Awareness</b> <ul style="list-style-type: none"> <li>TD2060: IQ or EQ? Both Please! (Emotional Intelligence Basics) Required</li> </ul> <b>(Choose 1)</b> <ul style="list-style-type: none"> <li>TD1242: MBTI</li> <li>TD1695: StrengthsFinder 2.0</li> </ul>
<b>Decision Making/Ethical Reasoning (All Required)</b> <ul style="list-style-type: none"> <li>TD1482: Clear as Mud</li> <li>TD2139: Ethical Reasoning for Everyone (Madison Collaborative content)</li> </ul>
<b>Time Management (Choose 1)</b> <ul style="list-style-type: none"> <li>TD1608: Time Challenged</li> <li>TD1057: Time Management Strategies: Control Your Time</li> </ul>
<b>Basic Project Management</b> <ul style="list-style-type: none"> <li>TD2038: Finding Focus: Managing Multiple Priorities</li> </ul>
<b>Facilitating Effective Meetings</b> <ul style="list-style-type: none"> <li>TD2559: Effective Meetings</li> </ul>
<b>Advanced Note Taking</b> <ul style="list-style-type: none"> <li>TD1902: Capture the Concepts</li> </ul>
<b>Advanced AACP Connect (All Required)</b> <ul style="list-style-type: none"> <li>TD2146: Managing Multiple Bosses</li> <li>TD2147: Everyday Needs Assessment</li> <li>TD2148: Brainstorming Basics</li> </ul>
<b>Technical Skills (All Required)</b> <ul style="list-style-type: none"> <li>TD2569: Editing and Proofreading Streamlined <i>or</i> TD1450: Editing: Hardcopy and Electronic</li> <li>TD2149: Professional Writing</li> <li>IT273: Outlook Email QuickR <i>or</i> IT294 Outlook 2016 Advanced</li> </ul>
<b>Customer Service (Choose 1)</b> <ul style="list-style-type: none"> <li>TD1753: Emotional Intelligence</li> <li>TD1355: Raving Fans</li> <li>TD1344: No Complaining Rule</li> </ul>
<b>Conflict Resolution</b> <ul style="list-style-type: none"> <li>TD1185: Difficult Conversations</li> </ul>
<b>Diversity (Choose 1)</b> <ul style="list-style-type: none"> <li>TD2056: Understanding Gender and Sexual Diversity</li> <li>Diversity Conference (One Concurrent Session)</li> <li>TD2070: Breaking New Ground - Respect and Inclusion in the Workplace</li> </ul>
<b>Change Management</b> <ul style="list-style-type: none"> <li>TD1828: Our Iceberg is Melting</li> </ul>
<b>Supervision</b> <ul style="list-style-type: none"> <li>TD1742: It's Okay to Be the Boss</li> </ul>

Once completed, please send to Talent Development, MSC 5808, [td@jmu.edu](mailto:td@jmu.edu)

Revised 9/27/2021