Advanced AACP Curriculum and Tracking Sheet

Name: _____ Hire Date: _____

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 *or* TD2612 Administrative Professional Tips • 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 • TD2139: Ethical Reasoning for Everyone (Madison Collaborative content)	
Time Management (Choose 1) • TD1608: Time Challenged • TD2604: Goals & Objectives: Pathways to Success	
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 Gap Analysis • TD2148: Brainstorming Basics	
Technical Skills (All Required) • TD2569: Editing and Proofreading Streamlined *or* TD1450: Editing: Hardcopy and Electronic • TD2149: Professional Writing • IT273: Outlook Email QuickR *or* IT294 Outlook 2016 Advanced or IT296 Outlook 2019 Advanced	
Customer Service (Choose 1) • TD1753: Emotional Intelligence • TD1355: Raving Fans • TD1344: No Complaining Rule	
Conflict Resolution • TD1185: Difficult Conversations	
Diversity (Choose 1) • TD2056: Understanding Gender and Sexual Diversity • Diversity Conference (One Concurrent Session) • TD2070: Breaking New Ground - Respect and Inclusion in the Workplace	
Change Management • TD1828: Our Iceberg is Melting	
Supervision • TD1742: It's Okay to Be the Boss	

Requirement must be completed within 3 years. Tracking sheet and materials are due by the deadline set by Talent Development (typically December). Send materials to MSC 5808 or td@jmu.edu.

Revised 05/05/2023