

# Living Leadership Certificate Tracking Sheet

Name \_\_\_\_\_

Employee / JACard#: \_\_\_\_\_

Please keep track of the workshops you attend on this form.

The Living Leadership Certificate must be completed within 3 years.

*The timeframe begins with the first workshop taken after April 2022.*

TD #	Required or Selected	Workshop Title	Date Attended
<b>Leader Practices workshops</b>			
6 Required, 6 Self-Selected			
TD2586	Required	Sell the Vision	
TD2598	Required	Build Team Spirit	
TD2601	Required	Create Urgency	
TD2583	Required	Influence Others	
TD2602	Required	Focus on Customers	
TD2603	Required	Speak with Charisma	
TD	Self-Selected		
TD	Self-Selected		
TD	Self-Selected		
TD	Self-Selected		
TD	Self-Selected		
TD	Self-Selected		
<b>DEI Workshops</b>			
2 Required, 2 Self-Selected			
TD2238	Required	8 Dimensions of Leadership	
TD1153	Required	Confronting Bias for an Inclusive Workplace	
TD	Self-Selected		
TD	Self-Selected		
<b>Communication Workshops</b>			
2 Required, 2 Self-Selected			
TD2553	Required	Becoming an Emotionally Intelligent Leader	
TD2239	Required	How to Have Good Interactions at Work	
TD	Self-Selected		
TD	Self-Selected		
<b>Team Building Workshops</b>			
2 Required, 2 Self-Selected			
TD1695	Required	StrengthsFinder 2.0	
TDW601	Required	Team Building: Identify Your Group's Needs	
TD	Self-Selected		
TD	Self-Selected		

Some workshops may need to be repeated if they are not attended within the three-year timeframe in order to receive a certificate. Once you have attended all workshops, please submit your tracking sheet to [td@jmu.edu](mailto:td@jmu.edu).