

Leader Practices Course Tracking Sheet

Name _____ Employee / JACard#: _____

Please keep track of the workshops you attend on this form.
The Leader Practices Certificate must be completed within 3 years.
It requires 12 workshops (2 in each of the 6 categories).

Focus	TD #	Category	Specific Topic	Date Attended
TASK Focus	TD2582	Planning & Execution	Manage Priorities	
TASK Focus	TD2588	Planning & Execution	Plan & Organize Work	
TASK Focus	TD2595	Planning & Execution	Delegate Well	
TASK Focus	TD2601	Planning & Execution	Create Urgency	(LL)
TASK Focus	TD2584	Solving Problems & Making Decision	Analyze Information	
TASK Focus	TD2590	Solving Problems & Making Decision	Think Through Solutions	
TASK Focus	TD2597	Solving Problems & Making Decision	Make Good Decisions	
TASK Focus	TD2602	Solving Problems & Making Decision	Focus on Customers	(LL)
TASK Focus	TD2586	Leading Change	Sell the Vision	(LL)
TASK Focus	TD2592	Leading Change	Innovate	
TASK Focus	TD2599	Leading Change	Manage Risk	
PEOPLE Focus	TD2583	Persuasion & Influence	Influence Others	(LL)
PEOPLE Focus	TD2589	Persuasion & Influence	Overcome Individual Resistance	
PEOPLE Focus	TD2596	Persuasion & Influence	Negotiate Well	
PEOPLE Focus	TD2585	Growing People/Teams	Empower Others	
PEOPLE Focus	TD2591	Growing People/Teams	Mentor & Coach	
PEOPLE Focus	TD2598	Growing People/Teams	Build Team Spirit	(LL)
PEOPLE Focus	TD2587	Interpersonal Skills	Build Relationships	
PEOPLE Focus	TD2593	Interpersonal Skills	Show Caring	
PEOPLE Focus	TD2594	Interpersonal Skills	Listen Actively	
PEOPLE Focus	TD2600	Interpersonal Skills	Communicate Clearly	
PEOPLE Focus	TD2603	Interpersonal Skills	Speak with Charisma	(LL)

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 12 workshop (2 in each of 6 categories), please submit your tracking sheet by scanning and emailing td@jmu.edu.

Revised: 06/21/22 Date submitted to TD@jmu.edu _____