

CERTIFICATE TRACKING LOG

Use the table below to begin tracking your professional and diversity development training accomplishments. Remember to check your Coursewhere transcripts at www.training.vt.edu for a list of previously completed University Organizational and Professional Development workshops.

Requirements	Customer Services Excellence (2 core + 3 electives)	Supervisory Excellence (2 core + 4 electives)	Leadership Excellence (2 core + 6 electives)	Diversity Ally (3 core + 3 electives)	Diversity Advocate (Ally + 2 core + 4 electives)
Core #1	Fundamentals of Customer Service	Dimensions of Management	Transformational Leadership	Introduction to Diversity and Inclusion	Privilege and Oppression
Core #2	Listening Skills	Management Skills for New Supervisors	Emotional Intelligence	Fundamentals of Diversity	Exploring Implicit Bias
Core #3	N/A	N/A	N/A	Communicating Respectfully in a Diverse World	N/A
Elective #1					
Elective #2					
Elective #3					
Elective #4	N/A			N/A	
Elective #5	N/A	N/A		N/A	N/A
Elective #6	N/A	N/A		N/A	N/A