# DOI Leadership and Supervisor Training for IPOs

## **Professional Development Log**

### BASIC

Personal Development					
Date					
Dute	NIC	Becoming an Accountable Professional			
	NIC	Avoid Procrastination by Getting Organized			
	IVIC	Avoid Froctastillation by dettilig organized			
Leadersh	in				
Date	NIC/SOA	Course Title			
Date	NIC	Building a Leadership Development Plan			
	TVIC	Building a Leadership Bevelopment Flan			
Team Bu	ilding				
Date	NIC/SOA	Course Title			
Date	NIC	Being an Effective Team Member			
	NIC	Encouraging Team Communication and Collaboration			
	IVIC	Encouraging ream communication and conaporation			
Commun	vication				
Date	NIC/SOA	Course Title			
Date	NIC	Choosing the Right Interpersonal Communication Method to Make Your Point			
	IVIC	Choosing the Right interpersonal Communication Method to Make Your Point			
Staff Dog	ruitment				
Date	NIC/SOA	Course Title			
Date	NIC	Managing Employee Development			
	IVIC	Ividiaging Employee Development			
Managei	ment				
Date	NIC/SOA	Course Title			
Date	NIC	Facing Challenges as a First-time Manager			
	NIC	Managing Motivation During Organizational Change			
	INIC	ivialiaging Motivation During Organizational Change			
Solf Solo	ction: 2 cour	rees relevant to improving yourself as a leader, not limited to SOA and NIC			
	Self-Selection: 3 courses relevant to improving yourself as a leader, not limited to SOA and NIC  Date NIC/SOA/ Course Title				
Date	NIC/SOA/ Other	Course Title			
	Other				

Name:	Signature:
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#### INTERMEDIATE

Personal Development				
Date	NIC/SOA	Course Title		
	NIC	Defining Alternative Solutions to a Problem		
	NIC	Ensuring Successful Presentation Delivery		
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Leadersh	nip			
Date	NIC/SOA	Course Title		
	NIC	Leadership in Times of Critical Incidents		
	NIC	Leading Your Team through Change		
Team Bu	ilding			
Date	NIC/SOA	Course Title		
	NIC	Handling Team Conflict		
Commur	nication			
Date	NIC/SOA	Course Title		
	NIC	The Art and Science of Communication		
Staff Red	ruitment			
Date	NIC/SOA	Course Title		
	NIC	Keep Top Performers Challenged		
Manage	ment			
Date	NIC/SOA	Course Title		
	NIC	Effectively Directing and Delegating as a Manager		
	NIC	Facing the Management Challenges of Difficult Behavior and Diverse Teams		
Self-Sele	ction: 3 cour	rses relevant to improving yourself as a leader, not limited to SOA and NIC		
Date	NIC/SOA/	Course Title		
	Other			

Name:	Signature:
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### **Professional Development Log**

#### **ADVANCED**

Personal Development				
Date	NIC/SOA	Course Title		
	NIC	Capturing the Attention of Senior Executives		
Leadersh	nip			
Date	NIC/SOA	Course Title		
	NIC	Operations Management Functions and Strategies		
Team Bu				
Date	NIC/SOA	Course Title		
	NIC	Managing for Cross-functionality		
Commun				
Date	NIC/SOA	Course Title		
	NIC	Trust Building through Effective Communication		
CI. (CD.	•••••			
	ruitment	Course Title		
Date	NIC/SOA NIC			
	INIC	Planning for Skills Needs and Managing Performance		
Manage	ment			
Date	NIC/SOA	Course Title		
Date	NIC	Managing for Cross-functionality		
	10	Transging for Gross functionality		
Self-Sele	ection: 3 cour	rses relevant to improving yourself as a leader, not limited to SOA and NIC		
Date	NIC/SOA/	Course Title		
2410	Other	Country I was a second of the		
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Name:	Signature:
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