DOI Leadership and Supervisor Training
for IPOs

Professional Development Log

BASIC

Personal Development		
Date	**NIC/SOA**	**Course Title**
	NIC	Becoming an Accountable Professional
	NIC	Avoid Procrastination by Getting Organized

Leadership		
Date	**NIC/SOA**	**Course Title**
	NIC	Building a Leadership Development Plan

Team Building		
Date	**NIC/SOA**	**Course Title**
	NIC	Being an Effective Team Member
	NIC	Encouraging Team Communication and Collaboration

Communication		
Date	**NIC/SOA**	**Course Title**
	NIC	Choosing the Right Interpersonal Communication Method to Make Your Point

Staff Recruitment		
Date	**NIC/SOA**	**Course Title**
	NIC	Managing Employee Development

Management		
Date	**NIC/SOA**	**Course Title**
	NIC	Facing Challenges as a First-time Manager
	NIC	Managing Motivation During Organizational Change

Self-Selection: *3 courses relevant to improving yourself as a leader, not limited to SOA and NIC*		
Date	**NIC/SOA/ Other**	**Course Title**

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

Leadership		
Date	**NIC/SOA**	**Course Title**
	NIC	Leadership in Times of Critical Incidents
	NIC	Leading Your Team through Change

Team Building		
Date	**NIC/SOA**	**Course Title**
	NIC	Handling Team Conflict

Communication		
Date	**NIC/SOA**	**Course Title**
	NIC	The Art and Science of Communication

Staff Recruitment		
Date	**NIC/SOA**	**Course Title**
	NIC	Keep Top Performers Challenged

Management		
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-Selection: *3 courses relevant to improving yourself as a leader, not limited to SOA and NIC*		
Date	**NIC/SOA/ Other**	**Course Title**

Name: Signature: _____

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ADVANCED

Personal Development		
Date	**NIC/SOA**	**Course Title**
	NIC	Capturing the Attention of Senior Executives

Leadership		
Date	**NIC/SOA**	**Course Title**
	NIC	Operations Management Functions and Strategies

Team Building		
Date	**NIC/SOA**	**Course Title**
	NIC	Managing for Cross-functionality

Communication		
Date	**NIC/SOA**	**Course Title**
	NIC	Trust Building through Effective Communication

Staff Recruitment		
Date	**NIC/SOA**	**Course Title**
	NIC	Planning for Skills Needs and Managing Performance

Management		
Date	**NIC/SOA**	**Course Title**
	NIC	Managing for Cross-functionality

Self-Selection: *3 courses relevant to improving yourself as a leader, not limited to SOA and NIC*		
Date	**NIC/SOA/ Other**	**Course Title**

Name: _____ Signature: _____