

YEAR ONE		
MONTH	WORKSHOP	✓
January	Advanced AACP Overview (TD2144)	
February	IQ or EQ? Both Please! (TD2060)	
March	Advancing Your Workplace Etiquette - 2 sessions (TD2151)	
April	Clear as Mud (TD1482)	
May	Editing and Proofreading Streamlined (TD2569)	
June	Social Media in the Workplace (TD2083)	
July	Sticking Points- 2 sessions (TD2433)	
August	No session (Admin Conference Month)	
September	Ethical Reasoning for Everyone (TD2139)	
October	Professional Writing (TD2149)	
November	Goals & Objectives: Pathways to Success (TD2604)	
December	Understanding Gender & Sexual Diversity (TD2056)	

YEAR TWO		
MONTH	WORKSHOP	✓
January	Difficult Conversations (TD1185)	
February	Brainstorming Basics (TD2148)	
March	Managing Multiple Priorities (TD2038)	
April	Resume Tips (TD2390)	
May	Presentation Skills - 2 sessions (TD2384)	
June	Everyday Gap Analysis (TD2147)	
July	Effective Meetings (TD2559)	
August	No session (Admin Conference Month)	
September	Breaking New Ground: Respect & Inclusion in the Workplace (TD2070)	
October	Intro to Myers-Briggs Type Indicator (TD1242)	
November	Raving Fans (TD1355)	
December	Resiliency Made Easy (TD2441)	

The Advanced Administrative Certificate Program is designed to be completed in 2 sequential years. Workshops that are missed will need to be made up in order to receive the certificate. Please contact Talent Development for assistance. Once your tracking sheet is complete, please submit it to td@jmu.edu by December.

Name: _____

JACard #: _____

I believe that I have completed the requirements of the certificate. Tracking sheet submitted on: _____