



**Talent Development**

**THE PLACES YOU'LL GROW!  
CERTIFICATE PROGRAM**

**Administrative Skills**

\_\_\_\_\_  
TD#, Title / Date Completed

**Communication**

\_\_\_\_\_  
TD#, Title / Date Completed

**Engagement,  
Accessibility  
and Belonging**

\_\_\_\_\_  
TD#, Title / Date Completed

**Customer Service**

\_\_\_\_\_  
TD#, Title / Date Completed

**Supervision/  
Management**

\_\_\_\_\_  
TD#, Title / Date Completed

**Team Building**

\_\_\_\_\_  
TD#, Title / Date Completed

**Leadership**

\_\_\_\_\_  
TD#, Title / Date Completed

**Work/Life  
Wellness**

\_\_\_\_\_  
TD#, Title / Date Completed

1. View the TD Workshop Schedule  
[jmu.edu/events/talentdevelopment/index.shtml](http://jmu.edu/events/talentdevelopment/index.shtml)
2. Decide on workshops, register, and attend
3. Record TD#, workshop title and date completed on this tracking sheet
4. Send to TD when complete to receive your Certificate of Completion

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**JACard#:** \_\_\_\_\_

Please contact us with any questions you may have:

**JMU Talent Development**

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