

LEAD Foundations - Course Tracking Form

Follow the instructions of each section carefully and complete the following form to help guide your completion of the LEAD Foundations certificate program. Refer to the [LEAD Foundations page](#) and the [LEAD Course List](#) for course scheduling and registration information.

1. Core Courses - LEAD Foundations

Complete ALL of the following courses:

1. Collaborating Across Generations
2. Communicating Assertively
3. Increase Engagement and Accountability through Effective Feedback
4. Leading Collaborative and Productive Meetings

2. Self-Awareness Course

Complete ONE (1) of the following courses and enter the name of the completed course in the field below:

1. Communicating Across Styles
2. What's Your Temperament?
3. Discovering and Developing Your Character Strengths
4. Elevating Your Professional Potential
5. Enneagram: Explore the Nine
6. Leading with Emotional Intelligence *course fee required
7. Additional self-awareness course coming soon

Course #1:

3. Diversity (OIED) Course

Complete ONE (1) Diversity training course offered by the Office of Institutional Equity and Diversity (OIED) found on the [OIED Course Catalog page \(opens in a new tab\)](#) and enter the course name in the field below:

Course #1:

4. LEAD Electives

Complete THREE (3) LEAD Electives from the list of eligible courses found on the [LEAD Course List page \(opens in a new tab\)](#) and enter the course names in the fields below:

Elective #1:

Elective #2:

Elective #3:

5. eLearning Courses - LinkedIn Learning

If you have not accessed your NC State University LinkedIn Learning account, click [here](#). Complete SIX (6) HOURS of self-directed eLearning courses from the [LinkedIn Learning catalog page \(opens in a new tab\)](#). Courses must be selected from the “Leadership” category of the course catalog and a proof of completion document is required for the final LEAD Foundations certificate submissions. Refer to STEP 7 for more information on submitting your proof of completion document, and enter the course names in the fields below:

eLearning #1:	Hours:
eLearning #2:	Hours:
eLearning #3:	Hours:
eLearning #4:	Hours:
eLearning #5:	Hours:
eLearning #6:	Hours:

NOTE: It is NOT required to complete six separate courses if the six hour requirement is met with fewer courses.

6. LEAD Learning Events (L&OD)

Complete TWO (2) LEAD Learning Events hosted by L&OD (Learning & Organizational Development) found on the [LEAD Professional Learning page \(opens in a new tab\)](#) and enter the event names in the fields below:

Event #1:

Event #2:

7. Certificate Completion & Submission

Complete ALL of the following steps to finalize your LEAD Foundations certificate submission:

1. Complete all of the previous steps in each section of this form.
2. Complete the **LEAD Program Evaluation** found on the following webpage:
<https://app.keysurvey.com/f/41608334/1b20/>
3. Upload your proofs of completion documents for the courses included in Sections 3, 4, 5 and 6 of this form using the **Course File Submission** tool for the LEAD Foundations program in REPORTER.

For questions or issues with completing this form, contact LearnWithLOD@ncsu.edu