NC STATE

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

5. One Self-Awareness Course from the following list:
   a. Communicating Across Styles

   b. What's Your Temperament?

   c. Discovering and Developing Your Character Strengths

   d. Enneagram: Explore the Nine

   e. Leading with Emotional Intelligence (course fee required)

Enter Self-Awareness Course Name

2. LEAD Electives

*Please select and enter the names of four (4) eligible elective courses from the LEAD Course List page in the fields below. Please note that if you have already chosen **a self-awareness course in the core category, it cannot be counted as an elective in the Elective category.** However, you may submit additional self-awareness courses to fulfill the Electives requirement. You may also choose elective courses from other NC State units, such as the Office of Institutional Equity and Diversity (OIED) and NC State Continuing and Lifelong Education (NCSCaLE), that offer leadership development topics. If you are uncertain whether a particular elective will meet the certificate completion requirements, please contact **learnwithlod@ncsu.edu** for clarification.*

Elective #1:

Elective #2:

Elective #3:

Elective #4:

3. eLearning Courses - LinkedIn Learning

To fulfill the requirement for the LEAD Foundations certificate, you must complete six (6) hours of self-directed eLearning courses from the Leadership category on the LinkedIn Learning catalog page*. Participants also have the option to complete the* LEAD Foundations LinkedIn Learning Pathway*. If completed in its entirety, participants will receive a certificate to be uploaded in REPORTER and finish their eLearning requirement. Please note that you will need to provide a proof of completion document for these courses when submitting your final certificate. For further details on how to submit the proof of completion document, please refer to STEP 5. Kindly 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 necessary to complete six separate courses if the six hour requirement is met with fewer courses.*

4. 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 *and enter the event names in the fields below:*

Event #1:

Event #2:

5. 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 Participant Feedback Form** found on the following web page: https://app.keysurvey.com/f/41632478/1430/

3. Upload this completed Tracking Form and your proofs of completion documents for the courses included in Sections 2, 3, and 4 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.