

# HR Rep Certification Program: TRACKING SHEET – LEVEL II

COMPLETED	COST	LEVEL II REQUIRED COURSES	COMPLETED	COST	LEVEL II ELECTIVE COURSES (3 required to graduate)
		Feedback Essentials			<b>Onboarding &amp; Offboarding:</b>
		HR Rep: Compensation 102 (Part 2)			Work Study Hiring (HR Web Student Hire)
	\$75	Strategies for Influencing Others			HR Rep: Data Services - I9 Training (Boot Camp)
		HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace			eHraf Training
	\$275	Crucial Conversations			Data Services Fundamentals
	\$125	Situational Leadership			HR Web Training (Boot Camp)
		Intimate Partner Violence: Awareness, Response & Prevention			Faculty Rank, Track & Tenure (Boot Camp)
		Emergency Preparedness			<b>Finance and Budget:</b>
		Bridges: Building a Supportive Community (Title IX Training)			Compass 9.2 What's New in Emory Express eLearning
					Compass 9.2 What's New in Inputting & Processing Budget Journals Compass 9.2 P-Card eLearning
					<b>Employee Relations:</b>
					Diversity: Skills for Collaboration (OEI: online training)
					Bullying in the Workplace (OEI: online training)
					<b>Additional Electives:</b>
				\$75	Developing Yourself and Others
					Mentor Emory Program* (Mentor or Mentee)
				\$700	Aspiring Leaders at Emory Program*
				\$1200	Essentials of Leadership at Emory Program*
					Bringing the World to Emory
					Project Management

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

\* By nomination/self-nomination only

Unless otherwise listed, above courses are free of cost