

HR Rep Certification Program: TRACKING SHEET – LEVEL III

COMPLETED	COST	LEVEL III REQUIRED COURSES	COMPLETED	COST	LEVEL III ELECTIVE COURSES (2 required to graduate)
	\$75	Strategies for Influencing Others			Bringing the World to Emory
		OGCA: A21-Understanding & Applying the A21			Excellence Through Leadership Program*
		HR Rep: Workplace Flexibility: Understanding the Role of the HR Rep in a Flexible Workplace**			Emerging Leaders at Emory Program *
	\$125	Situational Leadership**			Mentor Emory Program* (Mentor or Mentee)
	\$275	Crucial Conversations**		\$1200	Essentials of Leadership at Emory Program*
		Intimate Partner Violence**			Onboarding & Offboarding:
		Emergency Preparedness**			I-9 Training (Boot Camp)
		Bridges: Building a Supportive Community (Title IX Training)**			Faculty Rank, Track & Tenure (Boot Camp)
					eHraf Training
					Finance & Budgets:
					Compass 9.2 What's New in Compass Reporting (formal PS FIN:nVision Reporting Basics)
					Compass 9.2 P-Card eLearning (formal P-Card Training for Cardholders)
					PS FIN: Inquiry & Query Basics
					Employee Relations:
					Bullying in the Workplace (OEI: online training)
					EDU: Intersections (OEI: online training)
					Diversity: Skills for Collaboration (OEI: online training)
					Accommodating Disabilities (OEI: online training)
					Duty to Prevent Violence (OEI: online training)
					Recognizing Drug & Alcohol Abuse (OEI: online training)
					Terminating Employees (OEI: online training)

Last Name: _____ **First Name:** _____ **Start Date:** _____ **Completion Date:** _____

* By nomination/self-nomination only

** ** If not completed in Level 1 or Level 2 Certifications

Unless otherwise listed, above courses are free of cost