



Leadership Certificate Program Requirements Coversheet

This sheet must be completed and handed in with the
Project Charter Cover Sheet and Project Assessment Tool in order to receive your certificate.

Employee Name:	Job Title:
Supervisor:	Department:

Core Coursework		
Required Knowledge, Skills, Abilities	Core Leadership Courses	Date Completed
<ul style="list-style-type: none"> Supervisory practices, policies and procedures Oral and Written communication Team building, team leadership and personnel management 	Leadership-Understanding self	
	Leadership –working with people	
	Team Dynamics	
	Conflict Resolution and Problem Solving	
	Workplace Culture and Civility	
Electives (List electives taken, add more lines if necessary)		

Job Shadowing (40 Hours Required, insert more lines as needed)				
Manager or Supervisor Shadowed	Tasks Observed	Date and Time	Number of Hours	Signature

Attach project charter coversheet and assessment tool.
Return to: Employee Development and Organizational Effectiveness – City of Madison Human Resources