

AP Leadership Series Completion Log

NAME (print): _____

Signature: _____

	Module	Presented By:	Date Fulfilled:
1	Team Building		
	Hiring Starts with Great Attitudes	LEADERSHIP IQ*	
	How Great Managers Retain Employees	LEADERSHIP IQ*	
	Why 5 Point Scales Don't Work	LEADERSHIP IQ*	
	Getting your Team on the Same Page	LEADERSHIP IQ*	
	Getting People to Trust You	LEADERSHIP IQ*	
2	Staff Development		
	Conducting Year End Reviews	LEADERSHIP IQ*	
	Giving Constructive Feedback to your Coworkers	LEADERSHIP IQ*	
3	Decision Making & Initiative		
	Delegating to Get Results	LEADERSHIP IQ*	
4	Customer Service		
	7 Psychological Secrets of Great Customer Service	LEADERSHIP IQ*	
5	Conflict Management		
	Can't We All Just Get Along?	LEADERSHIP IQ*	
	What's your Emotional IQ?	LEADERSHIP IQ*	
6	Communication/Interpersonal Effectiveness		
	How to Speak So Others Will Listen	LEADERSHIP IQ*	
	Secrets of Killer Presentations	LEADERSHIP IQ*	
	How to Write Emails that People Read	LEADERSHIP IQ*	
	The 7 Deadly Sins of Meetings	LEADERSHIP IQ*	
7	Planning, Organization & Time Management		
	The Super-Productive Employee	LEADERSHIP IQ*	
8	A Different Set of Lenses		

* To be recognized as having completed Leadership IQ programs, the entire video must be watched and the quiz must be passed.

Submit to Human Resources upon completion of **ALL** LeadershipIQ webinars, quizzes, and program modules.