



BCA LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

NOTICE: View website for new program requirements. Completion of below structures available until December 31, 2023.

_____	_____
Name	Agency
_____	_____
POST	Supervisor's Name
_____	_____
Email	Supervisor's Email

CHECK THE BOX FOR THE CERTIFICATE PROGRAM YOU ARE COMPLETING.

Supervision Certificate – Attend all six **Date Completed**

Employee Misconduct and Discipline	
Ethics, Integrity and Supervision	
Influence in Supervision	
Maxims and Truths for Supervisors	
Mentoring and Coaching Employees	
Team Dynamics and Decision Making	

Middle Management Certificate – Attend all six **Date Completed**

Employee Recruitment and Development	
Leading Beyond Compliance	
Organizational and Employee Wellness	
Policy and Project Development	
Trust and Legitimacy	
Your Message and the Media	

Senior Leadership – Attend all six **Date Completed**

Budgeting and Staffing	
Change Management	
Crisis Resilient Organizations	
Labor Contracts and Negotiations	
Leadership Lessons Learned	
Organizational Transformation	

INSTRUCTIONS:

- Check the box for the certificate program you are applying for.
- Use this form to track and document completed trainings, using the information from the Credits tab of your training account.
- The time span from the first completed training and the last must not be more than three years.
- Email completed form to bca.training@state.mn.us. Training staff will review and award the certificate if successfully completed.
- Certificate will be mailed to agency address in your BCA training account.

Scan the QR code to find training dates and descriptions.

Or visit our website:
<https://bcatraining.x.state.mn.us>

