



# Course Checklist & Certificate Request

## Leadership Certificate

Required Courses	✓	Date Started	Date Finished	Grade
Leadership Suite:				
• Achieving Success with Difficult People				
• Leadership				
• Building Teams that Work				
• Skills for Making Great Decisions				
Keys to Effective Communication				
<b>Elective Courses (Choose minimum of 2)</b>				
Effective Business Writing				
Individual Excellence				
Mastery of Business Fundamentals				
Introduction to Business Analysis				
Six Sigma: Total Quality Applications				
Business Finance for Non-Finance Personnel				

Additional elective courses may be added. Some courses may be discontinued. VSU PACE reserves the right to make changes to the program and will notify participants who may be impacted.

I have successfully completed the required and elective courses for:

Leadership Certificate

I hereby request my completion certificate.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Return to:

Email: subailey@valdosta.edu

Mail: VSU PACE, Attn: Sue Bailey

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