

L&OD Certificates of Excellence

Depending on your role and career aspirations, L&OD has a variety of learning opportunities to help you continue to learn. Here are some of the options to consider:

Interested in:	Leading Training Functions? E-Learning?	Providing quality service? Helping Others?
Expand your skillset! Start Here:	Training Certificate of Excellence	Customer Service Certificate of Excellence
Prerequisite/Core Classes	<p>Core:</p> <ul style="list-style-type: none"> • The Basics of Training • Designing Training • Instructor-Led Training & Platform Skills • Online Facilitation Skills • Designing eLearning Modules <p>Additional Requirements: A scored portfolio project</p>	<p>Core:</p> <ul style="list-style-type: none"> • Customer Service Excellence • Communicating with Diplomacy & Tact 1 • Conflict Resolution
Recommended L&OD electives:	<p>2 Electives</p> <ul style="list-style-type: none"> • Project Management Level 1 & 2 • Managing Multiple Priorities 	<p>3 Electives</p> <ul style="list-style-type: none"> • Communicating with Diplomacy & Tact 2 • Managing Meetings Effectively • Personality & Effective Communication
After successfully obtaining an L&OD Certificate of Excellence, consider the following based on your opportunities or areas of interest:	<p>Certificate or Professional Network</p> <p>Duke Learning & Organization Development (L&OD)</p> <ul style="list-style-type: none"> • Technology Certificate of Excellence • Professional Development Trainers' Network (PDTN) <p>Duke Continuing Studies</p> <ul style="list-style-type: none"> • Online Learning Training Certificate • Project Management Professional • Lean Six Sigma Greenbelt <ul style="list-style-type: none"> • Green Belt • Yellow Belt <p>Duke Office of Informational Technology (OIT)</p> <ul style="list-style-type: none"> • Technology Training <p>LinkedIn Learning (Duke Saba LMS)</p>	<p>Certificate or Professional Network</p> <p>Duke Continuing Studies</p> <ul style="list-style-type: none"> • Business Communication Program • Lean Six Sigma Greenbelt <ul style="list-style-type: none"> • Green Belt • Yellow Belt <p>LinkedIn Learning (Duke Saba LMS)</p>
	Related Professional Associations	<p>Gain credibility!*</p> <ul style="list-style-type: none"> • Project Management Professional Certification (PMI) <p>Get certified!**</p> <ul style="list-style-type: none"> • ATD Certified Professional in Learning & Performance (CPLP)

*These offerings are intended to suggest ongoing development outside of the Duke Community.

**Entities cited have NOT been endorsed by Duke or L&OD.

Leading the Work? Leading Processes? Leading the Work Environment?	Moving into a Supervisory Role? Coaching?	Strategic Operational Excellence? Business Analytics?	Administrative Acumen? Soft Skill Proficiency?
Leadership Certificate of Excellence	Supervisory Certificate of Excellence	HR Strategic Partner Certificate of Excellence	Certified Executive Administrative Professionals (CEAP) Designation
<p>You will be required to take the following prerequisite:</p> <ul style="list-style-type: none"> Fundamentals of Coaching <p>Core:</p> <ul style="list-style-type: none"> Leader as Coach Emotional Intelligence Managing from the Middle Dimensions of Management for Successful Leaders 	<p>Core:</p> <ul style="list-style-type: none"> Moving from Peer to Supervisor Keys to Supervisory Success Fundamentals of Coaching 	<p>Core:</p> <ul style="list-style-type: none"> Strategic Partners in Business The HR Business Partner Finding the Strategy in HR Analytics: Linking HR to Business <p>Additional Requirements:</p> <p>Team Project</p>	<p>Core:</p> <ul style="list-style-type: none"> Be a Star Achiever Star-Achieving Techniques Building Star Partnerships Reaching Stardom Be a Shining Star Give Stellar Performance Stellar Collaborator Future Focused Star Performer
4 Electives	3 Electives	4 Electives	Electives
<ul style="list-style-type: none"> The Art of Delegation Feed Forward: Giving & Receiving Critical Perf. Info High Performing Teams Transformational Leadership 	<ul style="list-style-type: none"> Resilience: Building Skills to Endure Hardship Navigating Challenging Personalities Project Management Level 1 & 2 	<ul style="list-style-type: none"> Total Rewards Talent Acquisition Talent Development Employee Relations 	<p>N/A - The CEAP Designation is comprised of 8 core sessions. There are no corresponding electives for this program.</p>
Certificate or Professional Network	Certificate or Professional Network	Certificate or Professional Network	Certificate or Professional Network
<p>Duke Learning & Organization Development (L&OD)</p> <ul style="list-style-type: none"> Duke Leadership Academy (DLA) Guide to Managing at Duke Plus (GTM) Situational Leadership <p>Duke Continuing Studies</p> <ul style="list-style-type: none"> Manager's Toolbox Certificate Lean Six Sigma Greenbelt <ul style="list-style-type: none"> Green Belt Yellow Belt <p>Duke Corporate Education (Duke CE)</p> <ul style="list-style-type: none"> Duke CE Leadership Series <ul style="list-style-type: none"> Design Thinking <p>LinkedIn Learning (Duke Saba LMS)</p>	<p>Duke Learning & Organization Development (L&OD)</p> <ul style="list-style-type: none"> Leadership Certificate of Excellence Duke Management Academy (DMA) Guide to Managing at Duke (GTM) <p>Duke Continuing Studies</p> <ul style="list-style-type: none"> Developing Leaders Program Business Ethics in the 21st Century Lean Six Sigma Greenbelt <ul style="list-style-type: none"> Green Belt Yellow Belt <p>Office for Institutional Equity (OIE)</p> <ul style="list-style-type: none"> Managing a Diverse Workforce <p>LinkedIn Learning (Duke Saba LMS)</p>	<p>Duke Continuing Studies</p> <ul style="list-style-type: none"> HR Continuing Education Online Lean Six Sigma Greenbelt <ul style="list-style-type: none"> Green Belt Yellow Belt <p>LinkedIn Learning (Duke Saba LMS)</p>	<p>Duke Learning & Organization Development (L&OD)</p> <p>CEAP Network - Open to all professionals who have successfully completed the national designation through Office Dynamics.</p> <p>Duke Continuing Studies</p> <ul style="list-style-type: none"> Paralegal Program <ul style="list-style-type: none"> Online Instructor-Led Summer Intensive Program Paralegal Specialist Certificate Technical Writing Program Lean Six Sigma Greenbelt <ul style="list-style-type: none"> Green Belt Yellow Belt <p>LinkedIn Learning (Duke Saba LMS)</p>
			Duke Financial Services
<p>Lean Six Sigma Certification</p>	<p>Institute of Certified Professional Managers (ICPM)</p> <ul style="list-style-type: none"> Certified Manager Certification (CM) 	<p>Duke Continuing Studies</p> <ul style="list-style-type: none"> HR Management (SHRM) HR Management Intensive (SHRM) <p>HR Certification Institute (HRCI)</p> <ul style="list-style-type: none"> Professional in HR (PHR) 	<ul style="list-style-type: none"> Financial Certification Program