**Post-Assessment Form**

**NKU New Manager Certificate Program**

The purpose of this document is to serve as a tool for the participant to complete and then use as a point of discussion with their direct supervisor and determine level of success in accomplishing expectations and next steps.

1. Which competency(ies) was/were targeted as part of the agreed upon expectations for completing this program?
	* Communication
	* Delegation
	* Motivating others
	* Supervising others
	* Conflict resolution
	* Emotional intelligence
	* Performance management
	* Team building
	* Change agent
	* Coaching
	* Problem solving
2. What was the level of success in accomplishing the expectation(s)? – Low (partially met), Moderate (met), High (substantially met)
3. Please describe rationale behind response to question 2.
4. What lessons did you learn as part of participating in this program?
5. Did you experience any barriers during this program? If so, please share what those barriers were and how they were addressed.
6. Refer to your previous definition of what you deemed as management. Has your definition changed and why or why not?
7. Having completed this certificate program, have you identified other professional development goals? If so, please share. If not, please discuss it further with your manager.
8. How would you like to be recognized for your achievement? (please circle one)
	1. Certificate only; **(b)** a + direct supervisor; **(c)** b + team;

**(d)** c + staff / faculty newsletter; **(e)** c + division newsletter, if available

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| **Direct Supervisor**: If level of success was moderate or high and you are comfortable with that assessment, please send an email to the Director of Training & Development with a copy of the post-assessment via nkuhr@nku.edu to confirm that your direct report has accomplished all that was expected for this program. Upon receipt of email, a certificate will be issued and recognition of accomplishment will be arranged. |