



STAR Academy

Name: _____

Title: _____

Department: _____

Manager/Supervisor: _____

Division: Advancement Finance & Admin Student Affairs
 (highlight one) Arts & Sciences Geisel Thayer
 Athletics President Tuck
 Campus Services Provost

Program Start Date (MM/DD/YY): _____

(date you attended your first session)

Program End Date (MM/DD/YY): _____

(date you attended your last session)

Participants are required to complete eleven Core Courses and four Electives in a two year period. This program is self-paced. Your two year period begins the day you take your first session.

Core Courses (must complete all)	Date Completed
Beyond Typos	
Stress Less, EnJOY More	
Communicating with Impact ***	
Embracing Change ***	
LinkedIn Learning: Inclusive Mindset	
LinkedIn Learning: Outlook **	
LinkedIn Learning: Word **	
Managing Up	
Organizing Your Competing Priorities	
Professionalism and Business Etiquette	
True Colors	

Electives (must complete a minimum of 4)	Date Completed
IDE program (book discussion or event) * Name of session:	
LinkedIn Learning Excel **	
LinkedIn Learning: PowerPoint **	
LinkedIn Learning: " Project Management Simplified " with Chris Croft **	
Navigating Beyond Conflict ***	
Performance Evaluation-Employee Perspective	
Video and Discussion Series Name of session:	
Wellness Workshop or Webinar Name of session:	

* Participation in an [Institutional Diversity and Equity](#) program is considered fulfilled when attending a book group discussion or event sponsored by IDE.

** A certificate of completion for LinkedIn Learning sessions must be submitted with the completed worksheet checklist. Please choose a session that best accommodates your skill level.

How to access your LinkedIn Learning Account:
 Visit <http://lil.dartmouth.edu> and log in using your NetID and password.

Issues logging in? Contact Help@dartmouth.edu.

*** Participants must attend *Communicating with Impact (CWI)* as a prerequisite to participating in *Embracing Change and Navigating Beyond Conflict*. Attendance in CWI must have been within the past 3 years.

Once you have completed this form, sign and date to attest you have completed the required sessions and email to Learning.Development@dartmouth.edu.

Signature: _____

MM/DD/YY: _____



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LINKEDIN LEARNING SESSIONS FOR STAR ACADEMY

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CORE COURSE

[Inclusive Mindset](#)

Outlook: Please choose a session that best accommodates your skill level.

Outlook: Time Management with Calendar and Tasks	Intermediate
Outlook: Tips and Tricks	Intermediate
Outlook Essential Training (Microsoft 365)	Beginner + Intermediate
Outlook for Mac Essential Training (Office 365/Microsoft 365)	Beginner + Intermediate
Outlook: Efficient Email Management	Intermediate
Outlook 2019 Essential Training	Beginner + Intermediate
Outlook: Working with Multiple Calendars	Intermediate
Outlook 2021 Essential Training (Office 2021/LTSC)	Beginner + Intermediate

Word: Please choose a session that best accommodates your skill level.

The Best of Word Tips Weekly	Intermediate
Word 2016: Formatting and Styles in Depth	Intermediate
Word for Mac 2016 Essential Training	Beginner + Intermediate
Word 2016: Templates in Depth	Intermediate
Word Tips and Tricks	Intermediate
Word 2019 for Mac Essential Training	Beginner + Intermediate
Word: Mail Merge in Depth	Intermediate
Word for Mac Essential Training (Office 365/Microsoft 365)	Beginner + Intermediate



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ELECTIVE COURSE

[Project Management Simplified” with Chris Croft](#)

Excel: Please choose a session that best accommodates your skill level.

Excel for Mac 2016 Essential Training	Beginner + Intermediate
Learning Excel for Mac 2016	Beginner
Excel: Advanced Formatting Techniques	Advanced
Excel: Advanced Formulas and Functions	Advanced
Excel: Tips and Tricks	Intermediate
Excel 2019 for Mac Essential Training	Beginner + Intermediate
Excel for Mac Essential Training (Office 365/Microsoft 365)	Beginner + Intermediate
Excel for Mac: PivotTables in Depth	Intermediate

PowerPoint: Please choose a session that best accommodates your skill level.

PowerPoint: Animations (Office 365/Microsoft 365)	Intermediate
PowerPoint 2019 Essential Training	Beginner + Intermediate
PowerPoint Tips and Tricks	Intermediate
PowerPoint for Mac Essential Training (Microsoft 365)	Beginner + Intermediate
PowerPoint 2021 Essential Training (Office 2021/LTSC)	Beginner + Intermediate
PowerPoint: From Outline to Presentation	Beginner + Intermediate
PowerPoint: Eight Easy Ways to Make Your Presentation Stand Out	Intermediate
PowerPoint Essential Training (Office 365/Microsoft 365)	Beginner + Intermediate