



COMPLETION FORM
AMBASSADOR PROGRAM | PAGEUP FOR LEARNING

EMPLOYEE NAME: _____ DEPT: _____ E-MAIL: _____

SUPERVISOR NAME: _____ SUPERVISOR EMAIL: _____

STEP 1) Enroll in the OSU Ambassador Program on the PageUp Learning Management System (LMS).

****You must be enrolled with supervisor approval prior to your first course.****

STEP 2) Use the PageUp LMS to identify courses in each OSU Competency.

STEP 3) Complete course work in person or online through LinkedIn Learning within two years (24 months).

**** Up to five electives may be completed through LinkedIn Learning; each must be at least one hour in length. ****

STEP 4) Submit this completion form to osu-trng@okstate.edu.

Completion of **15 credits** (or courses) is required.

- **Non-Supervisory Track-** Complete 12 courses in the four core competencies, plus 3 additional courses of your choice.
- **Supervisory Track-** Complete 12 courses of training in the four core competencies, plus 3 in the Supervisory competency.

	TITLE	CREDITS	COMPLETION DATE
OSU COMPETENCY	COURSE OPTIONS		
TEAMWORK	THE UNIVERSITY CULTURE	1	
TEAMWORK	THE STUDENT PERSPECTIVE	1	
TEAMWORK	(elective)	1	
PROFESSIONALISM	DISCOVER YOUR STRENGTHS or WORKING GENIUS	1	
PROFESSIONALISM	THE INDISPENSABLE EMPLOYEE	1	
PROFESSIONALISM	(elective)	1	
SERVICE	AT YOUR SERVICE or REMARKABLE CUSTOMER SERVICE	1	
SERVICE	(elective)	1	
SERVICE	(elective)	1	
STEWARDSHIP	SAFETY IS EVERYBODY'S BUSINESS or VIOLENCE PREVENTION IN THE WORKPLACE	1	
STEWARDSHIP	(elective)	1	
STEWARDSHIP	(elective)	1	

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SUPERVISORY	CRUCIAL/DIFFICULT CONVERSATIONS	1	
SUPERVISORY	(elective)	1	
SUPERVISORY	(elective)	1	
NOT A SUPERVISOR? Complete three electives of your choice, based on your professional development goals			
YOUR CHOICE	(elective)	1	
YOUR CHOICE	(elective)	1	
YOUR CHOICE	(elective)	1	

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