

**Student Affairs
Incentive Awards Programs
Enrollment Form
for OSU Training Programs**

Employee Name: _____ Date: _____

Department: _____

In order to advise the Human Resource Liaison of your intent to participate in the Incentive Awards Program, you must complete an enrollment form. If you need more information concerning these programs, please see your supervisor or contact Human Resource-Training.

As soon as your supervisor has approved your training plan and you have chosen the program and classes you will attend, send a list of the classes and chosen program to the department Human Resources Liaison who will enroll you with the University.

Please check the program (s) you wish to be enrolled in:

☐

Ambassador Program

This program consists of 30 hours of seminars. The 15 hours of required core courses focus on basic functions of all employees regardless of title. The 15 hours of specially marked electives are selected by you to meet your particular job needs and interests. The program must be completed within a 2 year period.

☐

Administrative Professionals Program

This program consists of 30 hours of seminars. The 8 hours of required core courses focus on developing and enhancing the knowledge and skills of staff members who play critical roles in Student Affairs. The 22 hours of specially marked electives are selected by you to meet your particular job needs and interests. The program must be completed within a 2 year period.

☐

Leadership Development Program (LDP)

This program is designed to enhance the supervisory skills of managers, supervisors, and administrative personnel. The program consists of two elements: 5 hours of required seminars and 45 hours of specially marked elective seminars. You must complete 50 hours of training within a 3 year period.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Signature of Director _____ Date _____