

STANDARD COURSE TITLES TO BE USED WHEN ENTERING COMMON CORE LEADERSHIP TRAINING INTO OTA

Use the format listed below when you enter completed common core leadership training into OTA. This will make it easier to query the training database in order to determine who has completed mandatory leadership training.

Note: Use upper case letters when entering completed training into OTA!

IF THE COURSE TITLE IS:	ENTER THIS INTO <u>OTA</u>
INTERN LEADERSHIP DEVELOPMENT COURSE	ILDC
ACTION OFFICER DEVELOPMENT COURSE	AODC
SUPERVISORY DEVELOPMENT COURSE	SDC
LEADERSHIP EDUCATION AND DEVELOPMENT	LEAD
MANAGER DEVELOPMENT COURSE	MDC
ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES	OLE
PERSONNEL MANAGEMENT FOR EXECUTIVES I	PME I
PERSONNEL MANAGEMENT FOR EXECUTIVES II	PME II
SUSTAINING BASE LEADERSHIP MANAGEMENT	SBLM

