Professional Foundations Certificate

Required Courses Total Hours: 4-5

Duration

Being an Effective Team Member 21 minutes

Rapport Building in Customer Service 17 minutes

Developing Your Critical Thinking and Cognitive Flexibility 48 minutes

Expert Insights on Critical Thinking 28 minutes

Your Role in Workplace Diversity 22 minutes

Managing Pressure and Stress to Optimize Your Performance 23 minutes

Choose One from Each Category Below:

Business Communications:

Clarity and Conciseness in Business Writing 21 minutes

Writing Effective E-mails and Instant Messages 18 minutes

Editing and Proofreading Business Documents 22 minutes

Interpersonal Skills:

Navigating the Workplace with Emotional Intelligence 17 minutes

Becoming More Professional through Business Etiquette 15 minutes

Difficult People: Why They Act That Way and How to Deal with Them 20 minutes

Productivity:

Beating Procrastination by Boosting Your Creativity and Drive 17 minutes

Aligning Goals and Priorities to Manage Time 18 minutes

Organize Your Physical and Digital Workspace 20 minutes

Career Development:

Getting Your Career on the Right Track 18 minutes

Uncovering and Utilizing Your Talents and Skills 16 minutes

Becoming Your Own Best Boss 22 minutes