COURSE SYLLABUS

Productivity Certificate Program (Self-Paced)

Our Productivity OnDemand Bundle is designed to equip individuals with the skills and strategies needed to maximize their productivity. This comprehensive bundle of courses will provide you with the tools to manage your time effectively, prioritize tasks, and communicate efficiently.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/productivity-certificate-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Managing Multiple Priorities Course (Self-Paced) (6 Hours)
- Effective Meetings Course (Self-Paced) (12 Hours)
- Listening and Memory Development Course (Self-Paced) (12 Hours)
- Time Management Course (Self-Paced) (12 Hours)
- Interpersonal Communications Course (Self-Paced) (12 Hours)

Attend the AI Productivity with Microsoft 365 Copilot for Government Agencies class for free as part of this certificate. Choose your date after you register for the program.

AI Productivity with Microsoft 365 Copilot for Government Agencies Course (Self-Paced)

Managing Multiple Priorities Course (Self-Paced)

- Identify and resolve barriers to setting priorities.
- Prioritize tasks based on degree of importance and urgency.
- Apply the SMART goal-setting system.
- Plan your time more efficiently.
- Eliminate time wasters.
- Organize and handle paperwork and files efficiently.

Effective Meetings Course (Self-Paced)

- Determine situations when a meeting is (or is not) an appropriate tool to use to accomplish a specific purpose.

- Explain the importance of defining a meeting's purpose or desired outcome.
- Define the role of the meeting leader, timekeeper, recorder, and participant.
- Practice conducting portions of meetings.
- Construct a timed agenda to keep a meeting on topic and on time.
- Identify tips to plan and prepare for challenging meetings.

Listening and Memory Development Course (Self-Paced)

- Understand aspects of effective listening.
- Adjust listening habits to become better listeners.
- Improve listening skills.
- Learn the capacities of the brain to remember.
- Apply a variety of memory enhancement techniques.

Time Management Course (Self-Paced)

- Recognize the benefits of time management, evaluate productivity, identify goals and set priorities.
- Use technology to save time instead of wasting time.
- Maintain a reasonable workload by managing expectations.
- Increase productivity by controlling interruptions and meetings, and recognize factors that adversely affect productivity.
- Avoid information overload by identifying causes, screening information, controlling paperwork, using a filing system to organize your office and communicating effectively.

Interpersonal Communications Course (Self-Paced)

- Adjust your conversational style to meet the needs of others.
- Understand why you respond in a particular way to conflict.
- Listen more effectively.
- Work through or prevent conflict by avoiding destructive statements or actions.
- Recognize and use appropriate behavior to work harmoniously and productively.
- Select the best option for negotiating.