COURSE SYLLABUS

Productivity Certificate Program

Our certificate is designed to equip individuals with the skills and strategies needed to maximize their productivity. This comprehensive certificate program provides the tools to manage time effectively, prioritize tasks, and communicate with greater clarity and efficiency.

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



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Course Outline

This package includes these courses

- Managing Multiple Priorities Course (8 Hours)
- Effective Meetings Course (16 Hours)
- Listening and Memory Development Course (16 Hours)
- Time Management Course (16 Hours)
- Interpersonal Communications Course (16 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

Managing Multiple Priorities Course

Discover practical techniques to regain control over your workload and boost productivity. This course focuses on goal setting, overcoming procrastination, and organizing tasks to handle professional challenges with confidence.

- Identifying and resolving barriers to setting priorities.
- Prioritizing tasks based on importance and urgency.
- Applying the SMART goal-setting system.
- Planning and managing time more efficiently.
- Eliminating time wasters and organizing paperwork effectively.

Effective Meetings Course

This hands-on course helps professionals plan and run effective virtual meetings with confidence. Learn how to boost engagement, manage time, and keep discussions on track using practical strategies and digital tools.

- Prepare clear agendas and assign meeting roles
- Use breakout rooms, polls, and screen sharing effectively
- Apply tips for posture, tone, and nonverbal cues
- Keep meetings focused and wrap up with action items

Listening and Memory Development Course

Learn techniques to absorb, retain, and recall information effectively, boosting your work performance and confidence. This course provides practical strategies for improving listening habits and memory capacity.

- Understand the principles of effective listening.
- Adjust listening habits to enhance comprehension.
- Improve memory retention and recall abilities.
- Learn the brain's capacities for memory and information storage.
- Apply memory enhancement techniques for better productivity.

Time Management Course

Discover techniques to organize your time, environment, and workload to focus on what matters most. This course provides actionable strategies to handle interruptions, meet deadlines, and stay motivated.

- Identify time management skill gaps
- Develop sound time management practices
- Avoid “Time Zappers”
- Examine organizational and personal time

Interpersonal Communications Course

Explore tools to enhance active listening, message clarity, empathy, and communication presence. Case exercises support greater effectiveness in formal and informal interactions.

- 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.