Program Guide

Use this guide to determine which courses must be taken to complete the certificate. You must take all nine (9) Required Courses and any combination of five (5) Electives. Courses can be completed in any order.

Visit www.hr.ufl.edu/training for more information, or contact our office at (352) 392-4626 or training@ufl.edu.

### Relationship Dynamics

**Required**
- Conversations for a Culture of Inclusion
- Developing your Emotional Intelligence for Workplace Effectiveness
- Transforming Conflict

**Elective**
- UF 101
- Compassionate Communication
- Relationship Strategies
- Influence: Leveraging Relationships for Change
- Making Meetings Work
- Managing Up

### Effective Communication

**Required**
- Communication Confidence
- Now Hear This

**Elective**
- Communicate Assertively
- Create Presentation Visuals Worthy of the TED Stage
- Email Effectiveness
- Grammar Game
- Powerful Public Speaking
- Power Writing
- Punctuation Power
- Quality Customer Service

### Productivity & Performance

**Required**
- Achieving Results
- The Multitasking Mirage -- Find Your Focus, Flow, and Finish Line

**Elective**
- Cultivating Judgment: Critical Thinking Skills For Complex Work Environments
- Project Management
- 7 Habits

### Improvement Mindset

**Required**
- Embracing the Growth Mindset
- Take Charge of Change

**Elective**
- Attitude/Radiating Possibility
- Wellness Wednesdays
- Giving And Receiving Feedback
- Storytelling to Find Your Why and Envision Your Aspirations
- Cultivating an Abundance Mindset