



Program Guide

Effective: August 1, 2017

Whether you are beginning your career or an established professional, this certificate program gives all employees at the University of Florida the opportunity to build professional skills and maximize performance.

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	Effective Communication	Productivity & Performance	Improvement Mindset
Required	Required	Required	Required
<input type="checkbox"/> Conversations for a Culture of Inclusion <input type="checkbox"/> Developing your Emotional Intelligence for Workplace Effectiveness <input type="checkbox"/> Transforming Conflict	<input type="checkbox"/> Communication Confidence <input type="checkbox"/> Now Hear This	<input type="checkbox"/> Achieving Results <input type="checkbox"/> The Multitasking Mirage -- Find Your Focus, Flow, and Finish Line	<input type="checkbox"/> Embracing the Growth Mindset <input type="checkbox"/> Take Charge of Change
Elective	Elective	Elective	Elective
<input type="checkbox"/> Hidden Biases <input type="checkbox"/> Quality Customer Service <input type="checkbox"/> Relationship Strategies <input type="checkbox"/> We've Got Your Number	<input type="checkbox"/> Communicate Assertively <input type="checkbox"/> Email Effectiveness <input type="checkbox"/> Grammar Game <input type="checkbox"/> Powerful Public Speaking <input type="checkbox"/> Power Writing <input type="checkbox"/> Punctuation Power	<input type="checkbox"/> Decision-Making Strategies <input type="checkbox"/> Making Meetings Work <input type="checkbox"/> Project Management	<input type="checkbox"/> Attitude/Radiating Possibility <input type="checkbox"/> UF101 <input type="checkbox"/> Wellness Wednesdays <input type="checkbox"/> 7 Habits