



**THRIVE@UF**

## 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](http://www.hr.ufl.edu/training) for more information, or contact our office at (352) 392-4626 or [training@ufl.edu](mailto:training@ufl.edu).

Relationship Dynamics	Effective Communication	Productivity & Performance	Improvement Mindset
<b>Required</b>	<b>Required</b>	<b>Required</b>	<b>Required</b>
<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
<b>Elective</b>	<b>Elective</b>	<b>Elective</b>	<b>Elective</b>
<input type="checkbox"/> UF 101 <input type="checkbox"/> Compassionate Communication <input type="checkbox"/> Relationship Strategies <input type="checkbox"/> Influence: Leveraging Relationships for Change <input type="checkbox"/> Making Meetings Work <input type="checkbox"/> Managing Up	<input type="checkbox"/> Communicate Assertively <input type="checkbox"/> Create Presentation Visuals Worthy of the TED Stage <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"/> Quality Customer Service	<input type="checkbox"/> Cultivating Judgment: Critical Thinking Skills For Complex Work Environments  <input type="checkbox"/> Project Management  <input type="checkbox"/> 7 Habits	<input type="checkbox"/> Attitude/Radiating Possibility <input type="checkbox"/> Wellness Wednesdays <input type="checkbox"/> Giving And Receiving Feedback  <input type="checkbox"/> Storytelling to Find Your Why and Envision Your Aspirations  <input type="checkbox"/> Cultivating an Abundance Mindset