



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 Belonging
- ☐ 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
- ☐ Quality Customer Service

Productivity & Performance

Required

- ☐ The Multitasking Mirage -- Find Your Focus, Flow, and Finish Line
- ☐ Getting From A to B: Setting and Achieving Goals

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
- ☐ Giving And Receiving Feedback
- ☐ Storytelling to Find Your Why and Envision Your Aspirations
- ☐ Cultivating an Abundance Mindset
- ☐ Introduction to Mindfulness