# Emory Professional Studies

## Certificate Programs

### DEVELOP

**Developing Self**
- Discovering Your Strengths
- Managing Your Time & Productivity
- Solving Problems Creatively
- Managing Stress in the Workplace
- Complete two electives

**Business Communications**
- Strategic Communications
- Better Business Writing
- Good Grammar is Good Business
- Improving Your Listening Skills
- Influence and Persuasion
- Complete two electives

**Professional Presence**
- Executive Presence
- Presentation Skills
- Emotional Intelligence
- Professional Storytelling and Self-Advocacy
- Complete two electives

### MANAGE

**Supervision**
- Essentials of Supervision
- Strategic Communications
- Complete two electives

**Management**
- Strategic Communications
- Coaching Effectively
- Delegating Effectively
- Managing Employee Performance
- Improving Your Listening Skills
- Leading Through Change
- Building Teams - Building Culture
- Complete two electives

**Human Resources Management**
- Essentials of Human Resources Management
- Complete two electives

**Additional Human Resources Electives**
- PHR/SPHR Certification Review

### LEAD

**Leadership**
- Essentials of Leadership
- Transformational Leadership
- Emotional Intelligence
- Essentials of Strategic Planning
- Complete two electives

**Change Management**
- Essentials of Leadership
- Leading Through Change
- Organizational Change Management
- Strategic Communications
- Building Employee Engagement
- Complete two electives

**Training Design & Delivery**
- Training Design for Trainers
- Delivering Impactful Training
- Adobe Captivate Level 1
- Complete two electives

### PERFORM

**Project Management**
- Intro to Project Management
- Communication Tools & Techniques
- Cost Tools & Techniques
- Risk Tools & Techniques
- Scheduling Tools & Techniques
- Complete two electives

**Additional Project Management Electives**
- Organizational Change Management
- Project Management Professional (PMP) Test Preparation
- Microsoft Project Levels 1 & 2

**Process Improvement**
- Lean Six Sigma White Belt Certificate
- Lean Six Sigma Green Belt Certificate
- Lean Six Sigma Black Belt Certificate
- Lean Six Sigma for Healthcare

**Electives**
- Behavioral Interviewing for Hiring Professionals
- Better Business Writing
- Building Employee Engagement & Winning Commitment
- Building Teams - Building Culture
- Coaching Effectively
- Critical Thinking
- Decision Making
- Delegating Effectively
- Delivering Impactful Training Experiences in the Classroom and Online
- Diversity & Inclusion in the Workplace
- Emotional Intelligence
- Essentials of Conflict Management
- Essentials of Leadership for Managers
- Essentials of Strategic Planning
- Essentials of Supervision
- Executive Presence for the Non-Executive
- Finance for Non-Financial Managers
- Good Grammar is Good Business
- Improving Your Listening Skills
- Influence and Persuasion
- Leadership without the Title
- Leading Through Change
- Leveraging the Power of Introverts & Extroverts
- Managing a Virtual Workforce
- Managing Employee Performance
- Managing Difficult Conversations & Situations
- Managing Multi-Generations
- Managing Stress in the Workplace
- Managing Up
- Managing Your Time & Productivity
- Meeting Facilitation
- Motivation Essentials
- Powerful Participant Guides
- Presentation Skills
- Servant Leadership
- Solving Problems Creatively
- Strategic Communications
- Succeeding with Difficult People
- Technical Writing
- Training Design for Trainers
- Transformational Leadership
- Visual Thinking: Creative Design Strategy & Messaging
- Win-Win Negotiations

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**PHR/SPHR Certification Review**

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**Electives**

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