

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
- Productive Conflict
- *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
- Scope Tools and 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