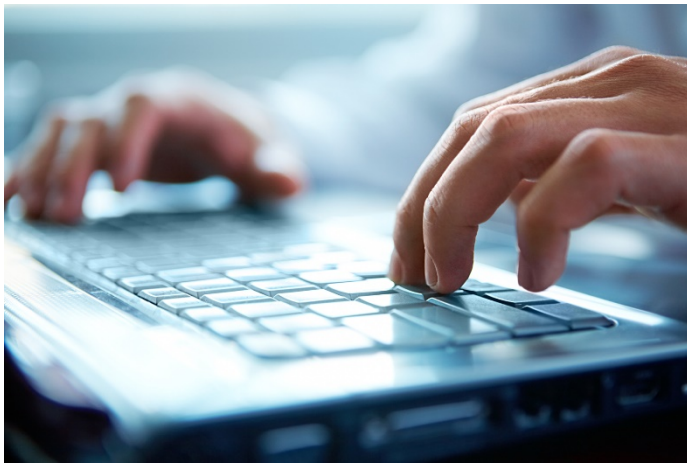


Course Summaries: Productivity



Achieving Communication Effectiveness

- Communicating confidently and credibly
- Communicating through listening
- Tailoring a message to the audience and situation

Professionalism In The Office

- Understanding organizational culture
- Communicating effectively
- Being organized and managing time effectively

Diversity Awareness

- Creating an environment in which individual differences are evident, valued and respected
- Positioning yourself proactively in a changing environment

Number Skills

- Increasing accuracy working with numbers
- Increasing the speed of number perception and recognition
- Improving the accuracy of number transfers

Proofamatics

- Increasing the accuracy of written communications
- Increasing proofreading speed
- Presenting a professional image in writing