Become more valuable to your organization when you learn how to think more critically, act more productively and communicate more effectively with colleagues and customers.

Steps to completion:

1. Consider your individual learning needs and make selections from the competencies and seminars listed below. Five seminars must be completed for this certificate.

- **Competency: Critical Thinking Empowerment** (select one seminar)
  - Becoming an Extraordinary and Effective Problem Solver
  - Brain Boosters for Success
  - Developing and Presenting a Business Case
  - Innovation for the Workplace

- **Competency: Organization and Productivity Enhancement** (select one seminar)
  - A Beginner’s Guide to Project Management
  - Finding Focus in Chaos
  - How to Maximize Your Efficiency, Effectiveness, and Productivity
  - How to Stay Focused in Stressful Times
  - Personal Wellness for Professional Impact
  - Thriving on Change
  - Meetings that Work
  - Generate More Sales with Two Simple Steps

- **Competency: Formal and Interactive Communication** (select two seminars)
  - Beyond Conflict Management
  - Emotional Intelligence
  - Grant Writing Fundamentals
  - Listen like a Leader
  - Customer Service MAGIC
  - Working with Difficult People
  - Business Writing
  - Professional Speaking
  - Advanced Written Communication
  - Becoming an Effective and Efficient Communicator
  - Leveraging DiSC® Personality Profiles for Success
  - Email and Digital Etiquette

- **Elective** (select one seminar from any competency area)

2. Visit louisville.edu/professionaldevelopment/seminars to register for seminars and enroll in the Professional Development certificate program.

3. Attend classes and pass the exam for each seminar.

4. After satisfying all program requirements, request your certificate online at http://louisville.edu/professionaldevelopment/certificates/certificate-request-form.

Not sure where to start? Contact us at 502.852.4620 for assistance.