

# PROFESSIONAL PRODUCTIVITY



An HSI Company

Topics are highlighted in orange.

Courses in series (highlighted in black)  
are shown in order they should be viewed.

Courses are also highlighted by whether  
or not they have our 4tify your Learning™  
feature.

Course/Topic Title	Has 4tify?
How to Leave Voicemails That Get Returned	Y
Protecting Your PC	N
Creating Passwords	N
Selfies Gone Wrong	Y
Thank You Notes	Y
Ethics for Everyone	Y
Remembering Names and Faces	Y
How to Receive Feedback	N
Liven Up Your Culture	Y
Top Productivity Apps	N
Latest App Trends	N
The Art of Saying No	Y
The Do's and Don'ts of Success	Y
Working Remotely	Y
Turning Internships into Full-Time	Y
Don't Burn Your Bridges	Y
Working for a Workaholic	Y
Clashing with Your Boss	Y
So You Have a New Boss	Y
How to Finish What You Start	Y
Setting Priorities	Y
The Craft of Winning Over Others	Y
Troubleshoot Before Calling the IT Helpdesk	Y
Think Before You Speak	Y
<b>Breaking Bad Habits</b>	
Breaking Bad Habits	Y
Establishing Good Habits	Y
<b>Building Accountability</b>	
Taking Ownership	Y
Trust and Performance at Work	Y
Managing Yourself	Y
<b>Business Meals</b>	
Hosting a Business Meal	Y
Attending a Business Meal	Y
Table Manners	Y
<b>Change Management</b>	
Change Phases	Y
Change Behaviors	Y
Change Model	Y
Change for Managers	Y
<b>Common Time Management Problems</b>	
What is Procrastination?	Y
What is Precrastination?	Y
<b>Compliments</b>	
How to Give a Compliment	Y
How to Receive a Compliment	Y

Course/Topic Title	Has 4tify?
<b>Conflict Management</b>	
Unavoidable Truths	N
Maintaining Self-Control	N
The Conflict Process	N
Special Situations	N
<b>Coping with Change</b>	
Change Phases	N
Change Behaviors	N
Change Model	N
Change for Managers	N
<b>Creating Collaboration</b>	
The Process	Y
How to Collaborate	Y
<b>Effective Time Management</b>	
How to Manage Your Time	Y
How to Time Block	Y
How to Use the Pomodoro Technique	Y
How to Create a Bullet Journal	Y
<b>Email Etiquette</b>	
To Email or Not To Email?	Y
Spelling and Grammar Check	Y
Formatting Your Email	Y
Subject Line	Y
Reply Time	Y
When to CC and BCC	Y
Using Reply All	Y
Forwarding Emails	Y
<b>Failure is an Option</b>	
Accepting Failure	Y
Moving Forward and Learning from Failure	Y
<b>Focus</b>	
Focusing in Times of Hardship	Y
Focusing in a Noisy Workplace	Y
<b>Generation Z</b>	
Who Are They?	Y
Generation Z vs. Millennials	Y
Selling to Generation Z	Y
<b>Improving Memory</b>	
Why Can't I Remember Anything?	Y
Tips and Tricks to Help Improve Your Memory	Y
<b>Integrating Millennials</b>	
Who Are They?	Y
Millennial Characteristics	Y
Integrating Yourself	Y
<b>Keep Your Cool</b>	
What is Anger?	Y

Course/Topic Title	Has 4tify?
Types of Anger	Y
Warning Signs	Y
Changing Perspective	Y
Preventing Anger	Y
Controlling Anger	Y
<b>Moving on Up</b>	
Defining Your Career	N
Maintaining Your Resume	N
Internal Interviews	N
Asking for a Raise	N
Internal Networking and Connecting with Executives	N
<b>Note Taking</b>	
Note Taking Basics	Y
Writing and Typing Ergonomics	Y
Note-Taking Strategies	Y
Producing Official Minutes	Y
<b>Office Etiquette</b>	
Appearance	N
Environment	N
Food	N
Interactions	N
<b>Perceptions</b>	
Understanding Perceptions	Y
Managing How You're Perceived	Y
Rebuilding Your Reputation	Y
<b>Proper Introductions</b>	
In-Person Introductions	Y
Virtual Introductions	Y
<b>Social Media</b>	
Introduction to Social Media	Y
Social Media for Managers	Y
Facebook	Y
Twitter	Y
LinkedIn	Y
Protecting Your Pictures	Y
Office Messaging	Y
<b>Study Skills</b>	
Study Location	Y
Studying in Groups	Y
How to Study Effectively	Y
When to Study	Y
<b>The Growth Mindset</b>	
The Growth Mindset: Embracing "Yet"	Y
Developing a Growth Mindset	Y
Limitations of a Fixed Mindset	Y
<b>The Myth of Multitasking</b>	
Multitasking	Y

Course/Topic Title	Has 4tify?
Singletasking	Y
<b>Work Hacks</b>	
5 Hacks to a Clean and Comfortable Space	N
6 Hacks to Controlling Your Inbox	N
7 Hacks for Office Productivity	N
7 Hacks for Maintaining Work/Home Balance	N
5 Hacks for Workplace Sanity	N
Workplace Hacks: Go Green	N
<b>Your Moving Abroad</b>	
Research	N
Finding a Place to Stay	N
Paperwork	N
Money	N
Packing	N
Health	N
Safety	N
Moving Your Family Abroad	N
Cultural Shock	N
<b>Your Professional Network</b>	
Benefits of a Professional Network	Y
Building Your Personal Brand	Y
Promoting Your Personal Brand	Y
Giving Back to Your Community	Y
Being a Member	Y