

PROFESSIONAL PRODUCTIVITY



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
Breaking Bad Habits	
Breaking Bad Habits	Y
Establishing Good Habits	Y
Building Accountability	
Taking Ownership	Y
Trust and Performance at Work	Y
Managing Yourself	Y
Business Meals	
Hosting a Business Meal	Y
Attending a Business Meal	Y
Table Manners	Y
Common Time Management Problems	
What is Procrastination?	Y
What is Precrastination?	Y
Compliments	
How to Give a Compliment	Y
How to Receive a Compliment	Y
Conflict Management	
Unavoidable Truths	N
Maintaining Self-Control	N
The Conflict Process	N
Special Situations	N
Coping with Change	
Change Phases	N
Change Behaviors	N

Course/Topic Title	Has 4tify?
Change Model	N
Change for Managers	N
Creating Collaboration	
How to Create Collaboration	Y
How to Collaborate	Y
When Collaboration Leads to Conflict	Y
Effective Time Management	
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
Email Etiquette	
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
Failure is an Option	
Accepting Failure	Y
Moving Forward and Learning from Failure	Y
Focus	
Focusing in Times of Hardship	Y
Focusing in a Noisy Workplace	Y
Generation Z	
Who Are They?	Y
Generation Z vs. Millennials	Y
Selling to Generation Z	Y
Improving Memory	
Why Can't I Remember Anything?	Y
Tips and Tricks to Help Improve Your Memory	Y
Integrating Millennials	
Who Are They?	Y
Millennial Characteristics	Y
Integrating Yourself	Y
Keeping Your Cool	
Truths	N
Signs	N
Attitude	N
Control	N
Venting	N
Moving on Up	
Defining Your Career	N
Maintaining Your Resume	N

Course/Topic Title	Has 4tify?
Internal Interviews	N
Asking for a Raise	N
Internal Networking and Connecting with Executives	N
Note Taking	
Factors	N
Writing Ergonomics	N
How to Speed Up Your Writing	N
How to Take Notes	N
How to Produce Official Minutes	N
Office Etiquette	
Appearance	N
Environment	N
Food	N
Interactions	N
Perceptions	
Understanding Perceptions	Y
Managing How You're Perceived	Y
Rebuilding Your Reputation	Y
Proper Introductions	
In-Person Introductions	Y
Virtual Introductions	Y
Social Media	
Introduction to Social Media	Y
Social Media for Managers	Y
Facebook	Y
Twitter	Y
LinkedIn	Y
Protecting Your Pictures	Y
Office Messaging	Y
Study Skills	
Where to Study	N
When to Study	N
How to Study Effectively	N
Studying in Groups	N
The Growth Mindset	
The Growth Mindset: Embracing "Yet"	Y
Developing a Growth Mindset	Y
Limitations of a Fixed Mindset	Y
The Myth of Multitasking	
Multitasking	Y
Singletasking	Y
Work Hacks	
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

Course/Topic Title	Has 4tify?
Workplace Hacks: Go Green	N
Your Moving Abroad	
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
Your Professional Network	
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