

Government & Public Administration: These courses help professionals navigate complex policies, collaborate across diverse groups, and address community needs with integrity. By developing these skills, learners can enhance transparency, build public trust, and support effective governance.

AMA Microcourse Title	Duration (min)
AI Essentials: A Basic Understanding for All	25
Becoming a Strategic Thinker	20
Creative Thinking Techniques	18
Understanding Disruption and Preparing for Breakthrough Growth	20
Strategy Development and Execution - The ADEPTT Model	27
The ART of Analytical Thinking	26
Effective Problem Solving and Decision Making Tools	20
Creating a Work Breakdown Structure (WBS)	23
Utilizing Effective Risk-Response Strategies	20
Becoming a Trusted Advisor	20
AI: A Framework for Ethical Application	20
AMA's Legal Guide for Managers and Supervisors	30
Navigating Organizational Politics	18
Understanding and Applying Your Locus of Control at Work	20
Turning Resistance and Conflict into Collaboration and Consensus	22
Tips for Managing Progressive Discipline	20
Enhancing Collaborative Communication	21
Persuasive Communication Skills for Leaders	20
Communication Skills of a Credible Leader	21
Establishing Presence and Credibility	20
Developing and Organizing Presentation Content	18
Key Presentation Skills: Balancing Verbal and Non-Verbal Messages	20
Principles of Effective Business Writing	20
Building Credibility and Trust for Improved Communication	23
Leading with Emotional Intelligence in the Workplace	20
Leading Your Team Through Ambiguity	20
Developing Awareness that Leads to Emotional Regulation	20
Identifying and Managing Your Stakeholders	20
Building a 360-Degree Network	20

	Next Steps: Browse the Work-Based Learning database & sign up for an opportunity. SENIORS: Save course certifications & complete the scholarship application.
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